TF 251

Instruction manual
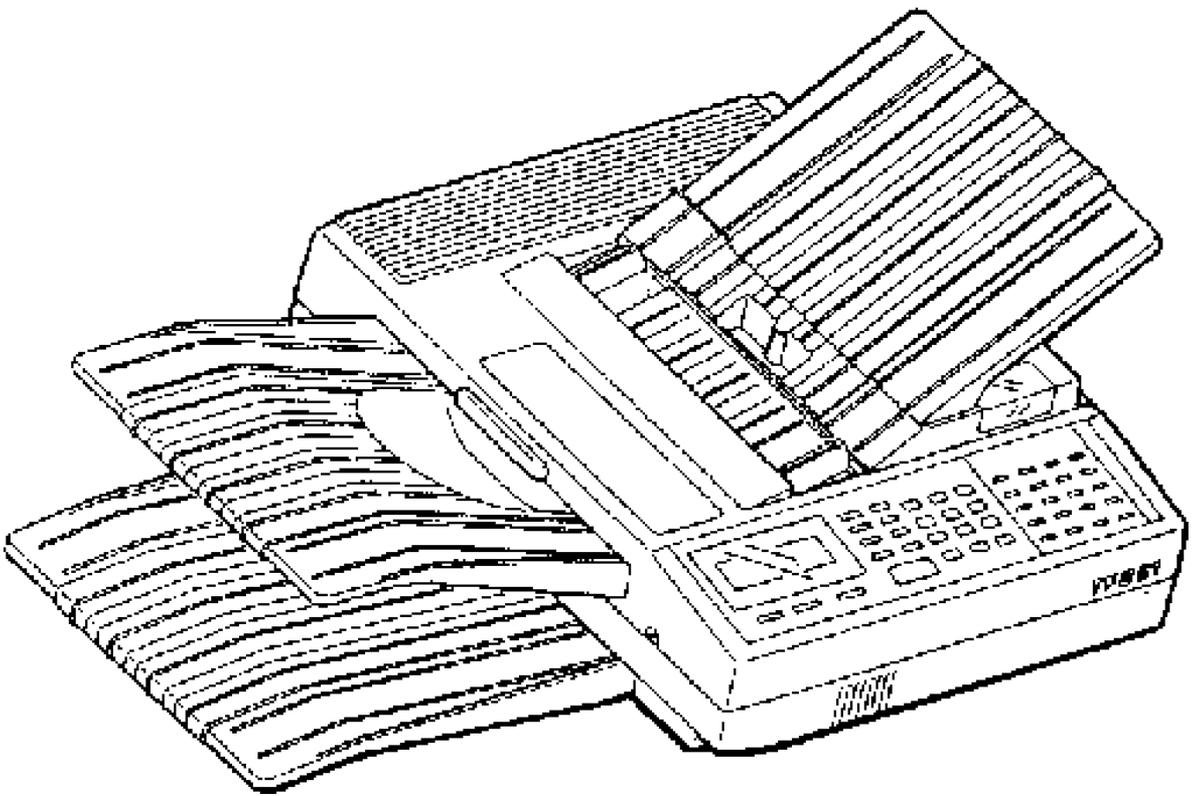
TOSHIBA

TOSHIBA TF251 Facsimile
Operator's Manual

NOTICE FOR CONNECTION TO THE TELECOMMUNICATION SYSTEMS

NOTICE TO USERS

NOTES FOR U.K.USE

1. The BABT Certificate Number/Approval Number for the Model TF251 is NS/3005/3/K/601106. It is APPROVED for connection to Telecommunication systems specified in the instructions for use subject to the conditions set out in them.

2. This apparatus has been approved for the use of the following facilities.

   a) Storage of telephone numbers for retrieval by a predetermined code. (If problems occur, verify stored number).
   b) Automatic Call initiation.
   c) Operation in the presence or absence of Initial or Secondary Proceed Indication.
   d) Automatic Dialling Facilities.
   e) Automatic Storage of Last Number Dialled.
   f) Automatic Repeat Attempt Facilities.
   g) Auto Clear from the call originating end.
   h) Series Connection Facility.

The loudspeaking monitor function described on page 34 of this guide has not been approved for use in the UK and has been disabled.

Any other usage will invalidate the approval of the apparatus if as a result, it then ceases to conform to the standards against which approval was granted.

3. The connection to the telecommunication systems must be unplugged before the earth is disconnected. The connection to the telecommunication systems must not be hardwired.

4. This apparatus may be used on telecommunication systems employing loop- disconnect or MF signalling.

5. This apparatus is not suitable as an extension to a payphone for use on shared service lines or for use on 1+1 carrier systems.

6. The approval of this apparatus for connection to the telecommunication systems is invalidated if it is used with or connected to:

   a) internal software that has not been formally accepted by BABT
      or
   b) external control software/control apparatus which causes the operation of the terminal or associated call set up equipment to contravene the requirements of the standard set out in BABT/SITS/82/005S/D.

All apparatus connected to the facsimile machine and thereby connected directly or indirectly to telecommunication systems must be approved apparatus as defined in Section 22 of the British Telecommunication Act 1984.

7. This apparatus is suitable for connection only to direct exchange lines on the pstn directly or via a compatible PABX. The supplier of the apparatus should be consulted for an up to date list of PBXs/RBS' with which the apparatus is compatible.

   The user should refer to BS 6789:section 6.1 clause 2.4 for information relating to Relevant Branch Systems (RBS).

   It cannot be guaranteed that the apparatus will operate under all possible conditions of connection to compatible PABX. Any cases of difficulty should be referred in the first instance to supplier of the apparatus.

8. Ringer Equivalence Number (REN) = 3.
   The REN is a customer guide indicating approximately the maximum number of items of apparatus that should be connected simultaneously to the line.

   The sum of the RENs of the individual items should not exceed 4. The REN value of a BT telephone is assumed to be 1 unless otherwise marked.

   Only one telephone and the facsimile machine should be connected to the line. Where the telephone is a separate unit it must only be connected to the appropriate socket on the Line Jack break-in adaptor. Any apparatus connected to this socket must comply with BS 6301.

9. The voltage drop introduced by the apparatus between the PSTN and the associated telephone at a current of 40mA d.c. is 0.5 Volts.

   The apparatus should not be used in conjunction with other series connected apparatus such that the aggregate declared voltage drops of all this apparatus, together with the voltage drop introduced at 40 mA D.C. by any separate wiring that is used to link apparatus, exceeds 2.0 Volts.

   While operation may be possible initially, changes to or modernization of the network taking place in the normal course of events may result in the apparatus being connected to a network service with which it was not designed to be compatible. Failure of the apparatus to work under these circumstances may not be the responsibility of the network operator.

10. PBX Operation.

    PBX's that return a secondary proceed indication after the access digit may require a pause to be inserted in the dial number between the access digit and the remaining digits. If pauses are required for PBX operation, the pause button on the operator panel can be used. WARNING:Care should be taken that at least 2 and no more than 5 are inserted. Failure to comply with this requirement may result in unsatisfactory operation.

11. WARNING: The interconnection of the port on this apparatus either directly or by way of other apparatus may produce hazardous conditions on the BT network and advice should be obtained from a competent engineer before such a connection is made.

AB1105

CARE AND MAINTENANCE

To keep your Toshiba Facsimile in good operating condition, follow these simple steps:
● All repairs must be made by an authorized Toshiba service representative.
● Keep your unit away from source of excessive heat and moisture.
● Do not allow any liquids to spill on or into the cabinet.
● Do not place the unit near a television set, radio set, etc.
● When necessary, wipe the cabinet with a clean cloth.
  Do not use soaps, detergents, abrasives, glass cleaners, etc.
● Do not open the unit except as instructed in this manual.
● Use only AC 220-240V power source. And, do not connect the plug into an AC outlet used with high power consumption equipment.
● Avoid location subject to vibration.
● Do not drop, hit and/or get excessive shock to the unit.
● When room temperature drops below 4°C, do not raise the temperature suddenly.

Also:
● Handle recording paper carefully, making sure not to wrinkle or tear it.
● Do not store recording paper near sunlight, excessive heat and humidity.
● Never use recording paper not recommended by Toshiba. For best performance, use only Toshiba recording paper.

Transmission

Insert the document.	Insert the OMR sheet & document.

Dialling with a telephone.	Dialling		
	Dial pad	Abbreviated dial	One-touch button
		ABB.DIAL	

Press the START button.

START

Transmitting

DIALLING COMPLETED
TSB-101C
034582736

Receiving

Automatic Receiving	Manual Receiving
15. 06. 89 16:00 AUTO	

Press the START button.

START

Receiving

G3	STD
	+81 3 456 2357

Table of Contents

FEATURES

- Menu operation with LCD
- One-touch dialling
- Multiple languages
- Optical mark reader (OMR) sheet
- Turnaround and multi-address polling
- Error correction mode (ECM)
- Multi address transmission
- Relay transmission
- Memory reception
- Mailbox
- Operator call
- Terminal identification
- Communication journal and transmission report

ABOUT THIS MANUAL

This manual is organized to help you find the information you need, as quickly and easily as possible.

- "BEFORE STARTING", explains the basic components and functions of your facsimile machine.
- "TRANSMISSION", describes how to send the document.
- "RECEIVING", explains how to receive the document.
- "COPYING", describes how to copy the document.
- "FACSIMILE NETWORK", explains how to use the network communication capabilities in combination with other facsimile.
- "OMR SHEETS", describes how to use the OMR sheets.
- "LISTS & REPORTS", describes the various printouts that you can use to keep track of settings and check the status of document you send.
- "TROUBLESHOOTING", lists error messages that are displayed and what action to take.
- "MENU OPERATION FLOW CHART", lists the menu displays.
- "SPECIFICATIONS", contains the technical specifications for the TF251.

BEFORE STARTING

Unpacking

When you unpack your Toshiba TF251, you will find the following:

- Operator's manual
- OMR sheets-Auto Dialler
- Plastic guide sheet with rivets
- Dial guide and cover
- Document tray
- Recording paper tray
- Document support
- Connector cover and screw
- One roll of recording paper (inside the TF251)
- TF251 itself
- Communication cable (2m)
- AC power cord
- Carrier sheet (for undersized documents)
- Menu list

Location and Names of Parts
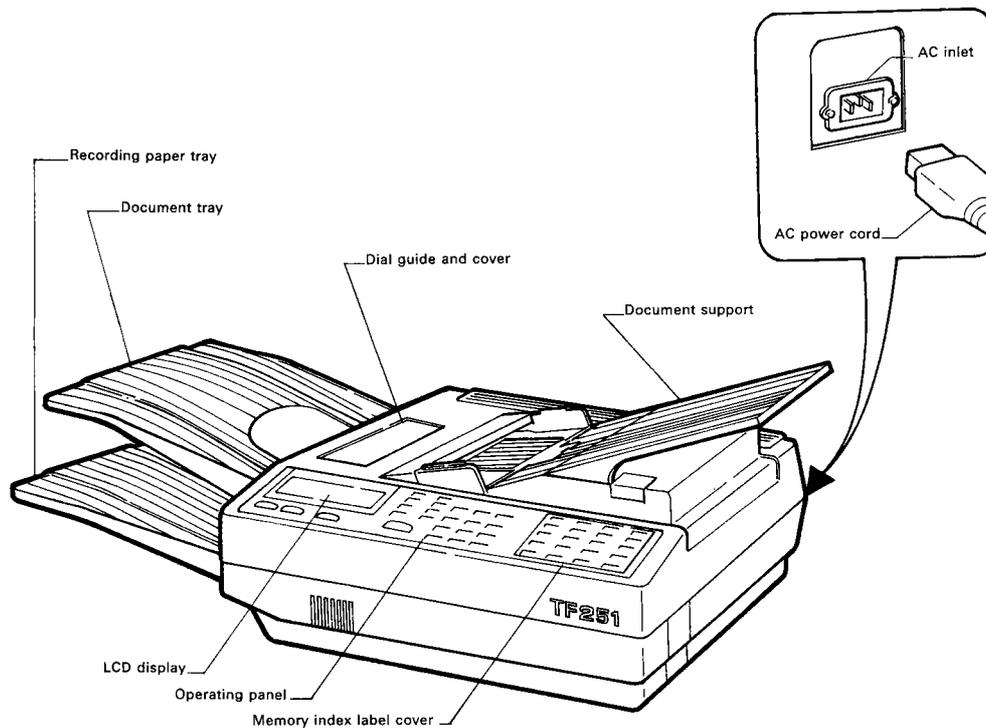
Operating Panel
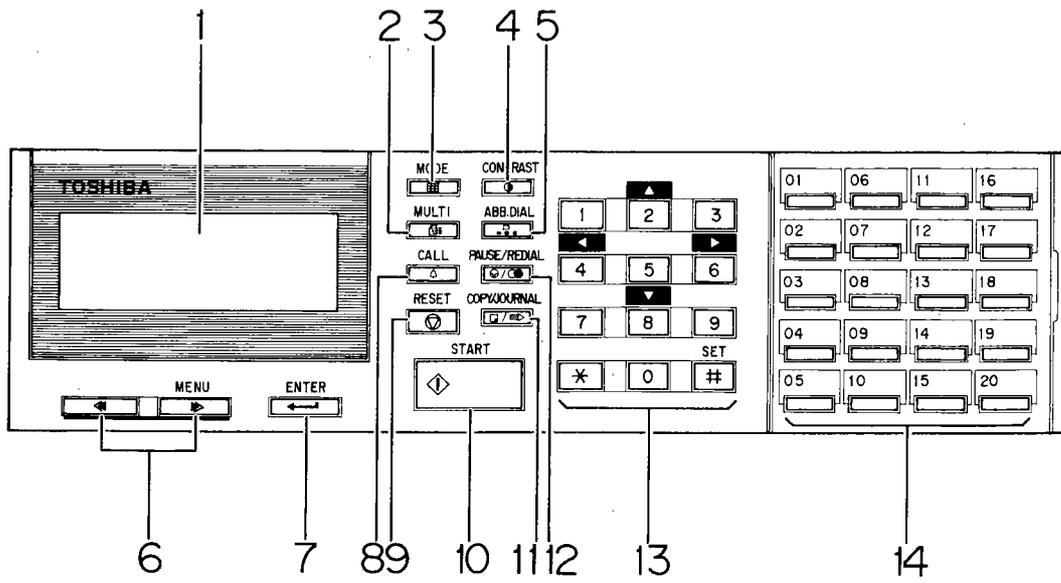
1. LCD display
2. MULTI ([✦]) button
   Sends the same documents to multiple addresses, initiates multiple polling.
3. MODE ([⊞]) button
   Selects the resolution for sending or copying documents [Standard (STD), Fine(FINE), Semi-superfine(S.FINE), Standard gray scale(STD-GR), Fine gray scale(FINE-GR), Semi-super fine gray scale(S.FINE-GR)].
4. CONTRAST ([◑]) button
   Selects the contrast (normal, dark, light).
5. ABB. DIAL ([⠿]) button
   Gives you access to stored abbreviated telephone numbers.
6. MENU button
   [▷] : Menu select key or go to next display.
   BACK SHIFT button
   [◁] : Back shift or back to upper display.
7. ENTER ([↵]) button
   Enter key or return to idle.
8. CALL ([☎]) button
   Informs the other party that you want to speak by telephone after the communication, but before disconnecting the line. When the incoming calls ring, lift the handset and depress the CALL ([☎]) button to speak.
9. RESET ([⊘]) button
   Stops operation and cancels any alarm.
   Also, cancels operating job and ejects the document.
10. START ([◈]) button
    Starts send or receive operation.
    And, presets the recording paper.
11. COPY/JOURNAL ([▯/⇨]) button
    COPY : Allows you to use the facsimile for simple copying.
    JOURNAL: Prints transmission and/or reception journals.
12. PAUSE/REDIAL ([▣/◉]) button
    PAUSE: Enters pause for PABX exchanges in abbreviated numbers.
            Do not insert PAUSE between normal telephone number.
    REDIAL: Press it to redial immediately while "WAITING TO REDIAL" is displayed.
13. Dial pad
14. One-touch dialling buttons

Menu Operation

You can use your facsimile's operations, registrations and settings by selecting the menu display.

MENU

● Press to select the menu display.
● Press to go to next menu display.

● Press to back-shift (modification or correction of misentry).
● Press to go/return to the upper menu display.

ENTER
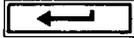
● Press to enter after confirming an input content.
● Press to return to idle.
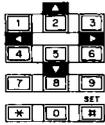
● Press to enter the code number to select the item on the menu display.
● Press to enter TEL number, ABB. number, etc.

How to Set the ID Name

During menu operation, you can register an address name at "ENTER ABB. NUMBER", a group name at "ENTER GROUP NUMBER" and a relay name at "ENTER RELAY NUMBER".
Each of these names can be registered up to 20 characters.

▲ 2
- ● Moves the cursor up.
- ● If it is at the first line, moves it to the third line.

◄ 4
- ● Moves the cursor left.
- ● If it is at the first character, moves it to the 20th file.

► 6
- ● Moves the cursor right.
- ● If it is at the 20th character, moves it to the first file.

▼ 8
- ● Moves the cursor down.
- ● If it is at the third line, moves it to the first line.

SET #
- ● Sets the character indicated by the cursor.

◄◄
- ● Moves the input position left to correct an incorrect character.

MENU ►►
- ● Inputs the blank instead of a character.
- ● Moves an input position right to correct an incorrect character.
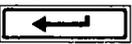
ENTER ◄─┘
- ● Press after inputting a name, to register it, or to return to menu operation.

Registering a Character

1. The character selection display appears when registering an ID name.
2. Move the cursor to the desired character.

```
ABCDEFGHIJKLMNOPQRST
UVWXYZ "#&'()*-./:=
0123456789ÅÄÆÖÜÑΦ
```

Up
↑
Left ◄── # ──► Right
↓
Down ╲── Cursor

Press ◄4 ▲2 ►6 ▼8
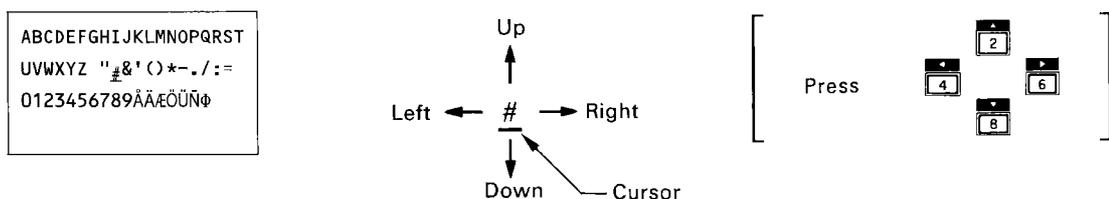
3. Press the SET (#) button to select it.
   The character selected will be displayed at the lowest line.
   If the input character is wrong, press the MENU button (►► , ◄◄) to correct it.
4. Confirm the input ID name and press the ENTER (◄─┘) button.
   The display will return to menu operation.

Assembling the Components

1. Before assembling please disconnect the AC plug.
2. Plastic guide sheet
   Attach the plastic guide sheet that prevents the recording paper from curling to the bottom of the TF251. Turn the TF251 on its side and attach the sheet by pressing the plastic rivets into the 3 holes. Make sure to face the tabs away from the paper exit.
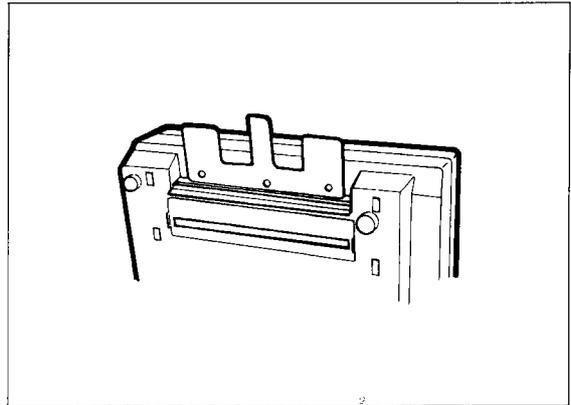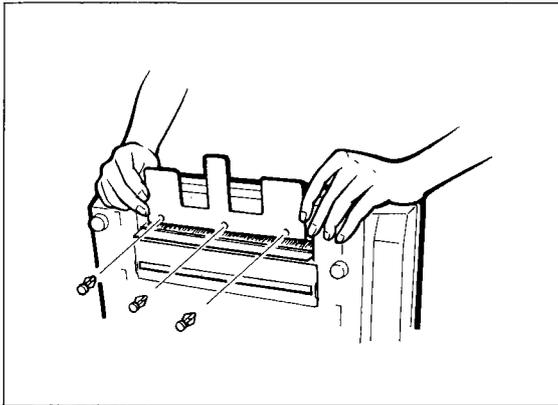
3. Document support
   Insert the tabs on the bottom of the document support in the slots on the recording paper cover. Press down on the document support until it seats firmly.
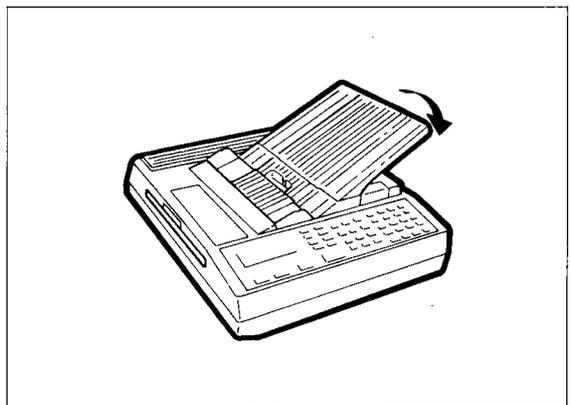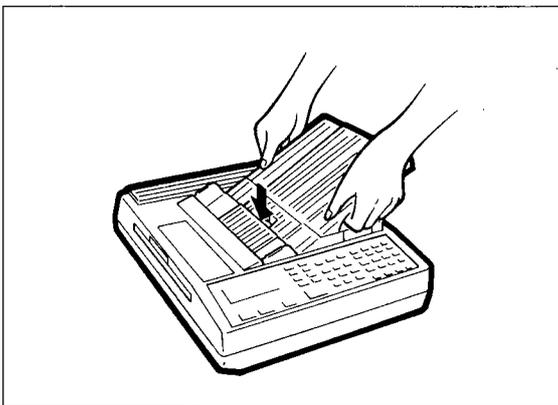
4. Recording paper tray
   Align the open slots on the sides of the recording paper tray with the round projections inside the TF251 case. Push the tray in until it snaps into place.
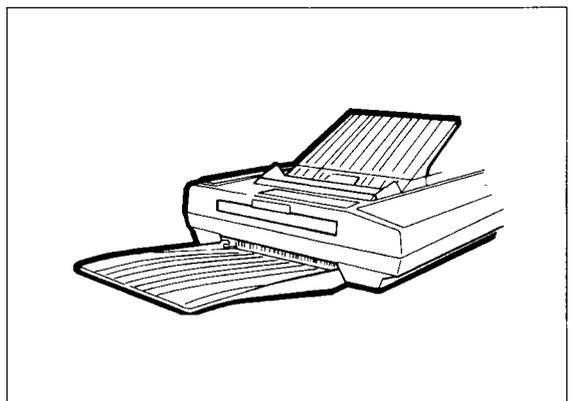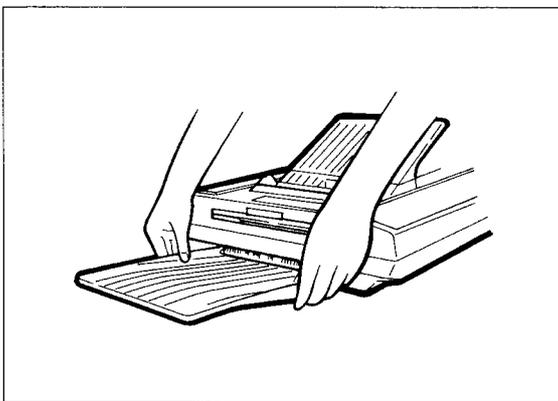
5. Document tray

Rest the tabs on the connecting edge of the document tray in the opening in the TF251 case. Tilt the tray up slightly while pushing it in until you feel it catch inside.
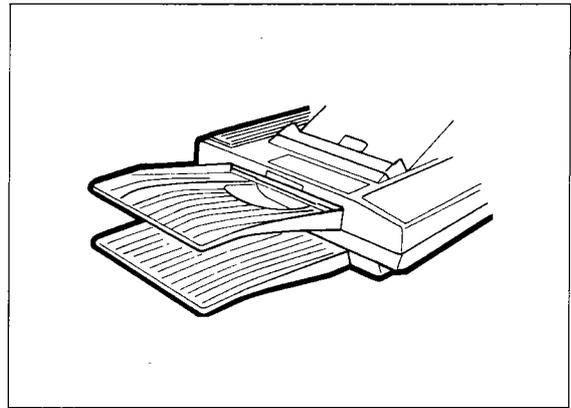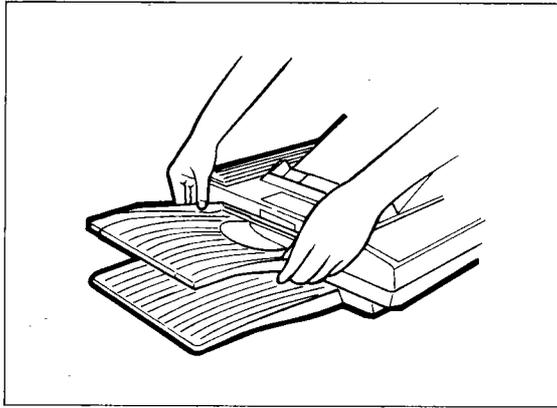
6. Memory index label cover

Insert the feed on the top edge of the memory index label cover into the holes above the one-touch dialing button panel. Lower the cover carefully over the panel and snap it into place.
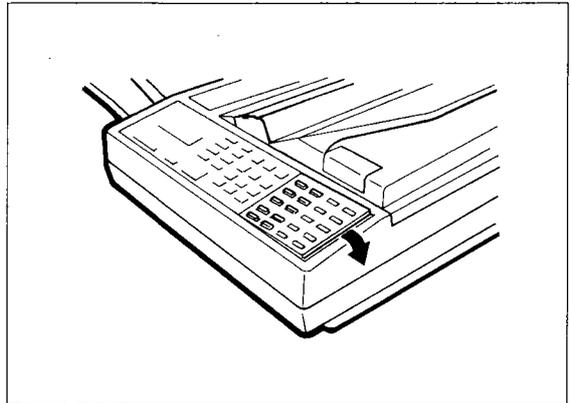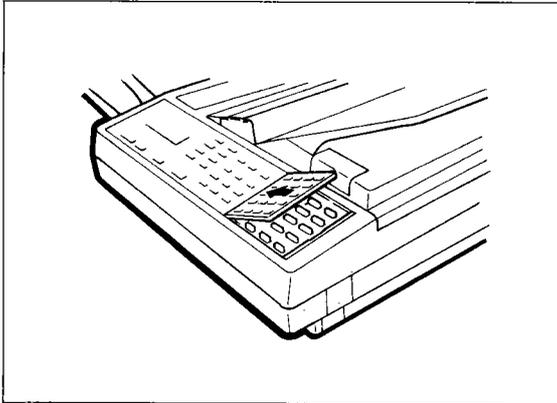
Assembling the Recording Paper

1. Open the paper compartment cover and remove the roll of recording paper.
2. Pull out the green paper release knob and remove the strip of paper inserted to protect the thermal head during shipment.
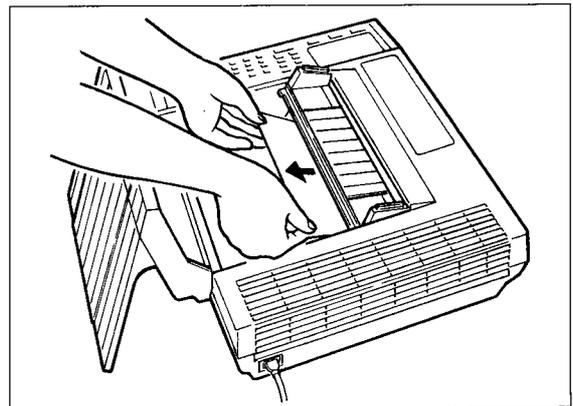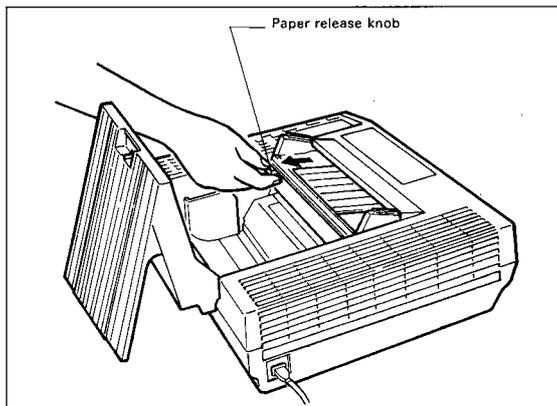
3. Unwrap the roll of recording paper and load it as shown in the figures on the inside of the cover.

The orientation of the recording paper must be shown as below.
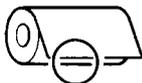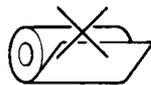
YES   NO
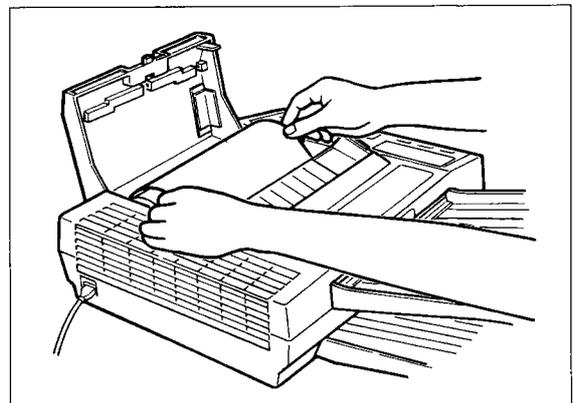
4. Push the green knob back into position and close the cover.
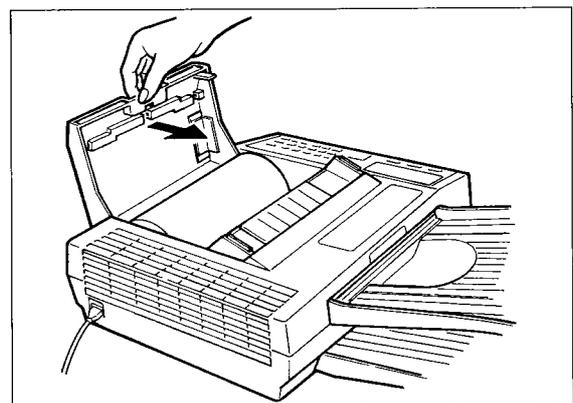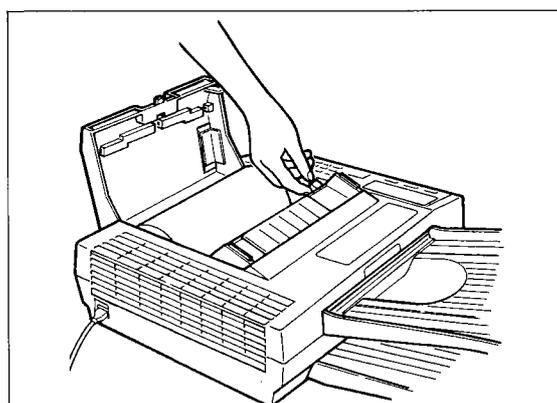
5. Copy a sheet of paper to check that it feeds correctly.

Making Connections

1. Plug one end of the connecting cable into the TEL jack. Plug the other end of the connecting cable into the wall jack.
2. Assemble the connector cover by tightening the screw.

Notes: ● Do not share the AC circuit with other electrical appliances using a high current.
       ● In the event of a noisy subscriber line, there is a possibility that the transmit speed will drop or faulty transmission will be caused.
       ● A Toshiba authorized person will connect the telephone cord and the connecting cables and assemble the connector cover.

Connector cover

Phone

UK TYPE

GERMAN TYPE

To wall connector
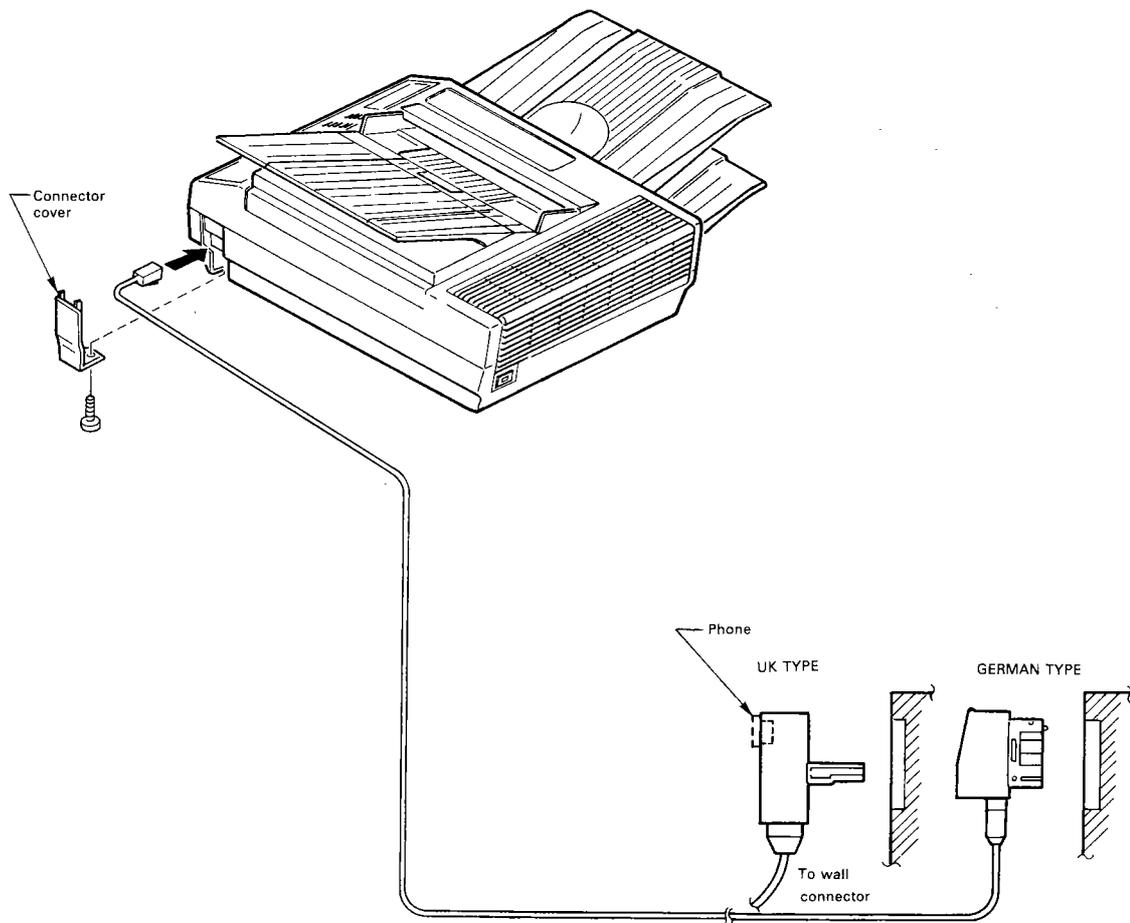
Registering Terminal ID Name

ID name (User name and TEL number) is printed at the top of every page you send, by registering it. An international code can be added.

Print-out eg.

+81-425-86-7449 TOSHIBA HINO WORKS   Receiving   001 P01/03 25.05.89   16:36
                                       document

Telephone   ID name   Document   Page Date, Month, Year, Time
number   (20 characters)   number
(20 digits)
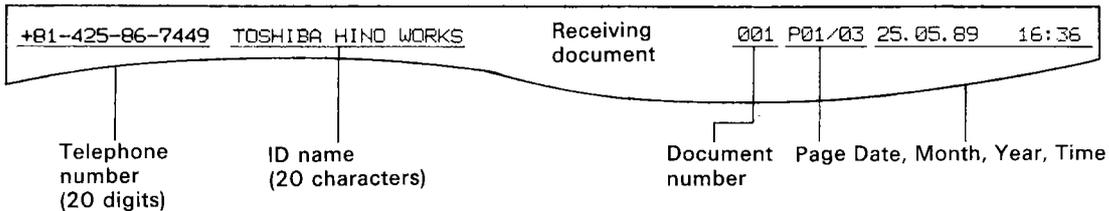
1 ● Press ⟫ , ⟫ , 6 , ⟫ , ⟫ and 9 , 1 .
                                                    (Able to omit)

2

```
SET TERMINAL ID

ID NAME=  (MAX20)
```

● Registers user name.
　1. Character selection display appears.
　2. Move the cursor to the desired character.
　3. Press the SET (#) button to select it. (Max. 20 characters)
　4. Press the ENTER (←) button.

3

```
INTERNATIONAL CODE?
1.YES
2.NO
```

● If you want to add the international code, press 1 key.
● When it is not needed, press 2 key.

4

```
SET TERMINAL ID
NAME= TOSHIBA
TEL NUMBER=  (MAX20)
+■
```

● Register TEL number of your facsimile.
　(Max. 20 digits including "+")
● Press the ENTER (←) button.
Note: When the international code is added, "+" is displayed and next you must register the country number (1-3 digits) as the international code.

5

```
15. 06. 89   12:00
             AUTO
```

● Press the ENTER (←) button registering of the terminal ID name has been completed.

Note: In F.R. Germany, ID name must be registered by an authorized Toshiba dealer.

Setting the Functions

You can adjust or select for various functions.

1. Press the MENU (▶) button twice, and then the 6 key.
2. Select the menu display by the MENU button (◀ , ▶).
3. Input the code number.
4. Input a value for the function.
5. Press the ENTER (↵) button.
6. To set another function, repeat from item 2.
   To return to idle, press the ENTER (↵) button.

Code No.	Display
1	1.ENGLISH 2.DEUTSCH 3.ITALIANO
2	SET RECEPTION MODE 1.AUTO 2.MANUAL
3	SET DATE & TIME DD-MM-YY HH:MM 23-06-89 20:55
4	JOURNAL OUTPUT 1.MANUAL 2.AUTO 3.ERROR CODE
1 →	MANUAL OUTPUT 1.Tx & Rx JOURNAL 2.Tx JOURNAL 3.Rx JOURNAL
2 →	AUTOMATIC JOURNAL 1.ON 2.OFF
3 →	SET ERROR CODE 1.ON 2.OFF
5	SET TTI 1.INSIDE 2.OUTSIDE
6	SET CONTRAST 1.NORMAL 2.DARK 3.LIGHT

Code No.	Display
7	SET VOLUME VOLUME LEVEL= (0-7) 4

▓▓▓: Initial value at shipment

Multiple Languages

You can change the language on the display and lists by pressing the one-touch key assigned to the
language function. You must set up an one-touch key before you can use it!

■ **To register the language function**

1 ● Press ▶, ▶, 5 and 4 .
‾‾‾‾‾(Able to omit)

2 ● Press the one-touch key you wish to register the language function.

3 ● Press 2 key to register the language.

■ **To change the language**

1 ● Press the one-touch key assigned to the language function.

2
1.ENGLISH
2.DEUTSCH
3.ITALIANO

● Select the code number of the language and press the ENTER (↵)
button.
● You will change all of lists and LCD message.

TRANSMISSION

Setting Documents

1. Adjust the document guide to fit the document you want to send.
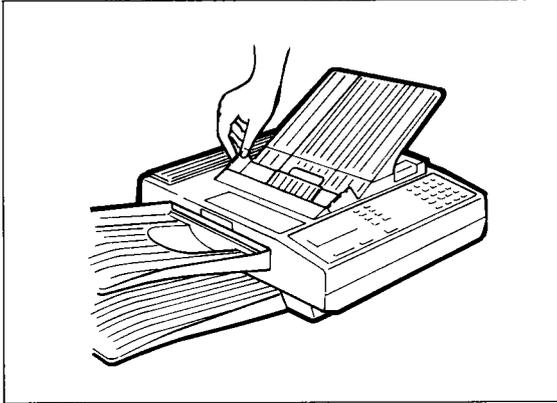
2. Place the document face-down and insert it gently.


```
15.06. 89   16:30
                AUTO
```
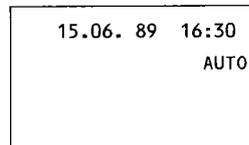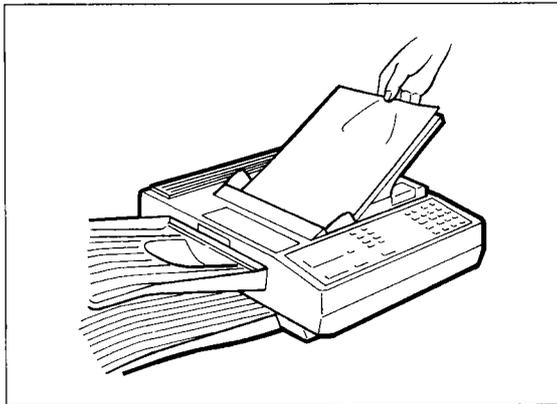
Insert the document,
the display is changed.

```
STD             NORMAL
                AUTO
```
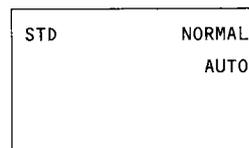
3. You can load up to 20 sheets in the automatic document feeder.
   Stagger the leading edges of the sheet slightly, and insert the sheets with a slight push to assure smooth feeding.
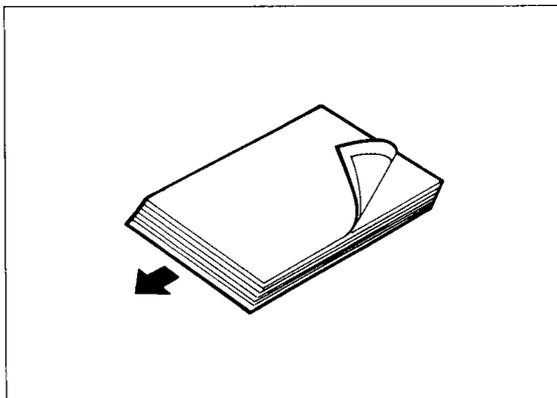
NOTE: To remove the document, press the RESET button.

Acceptable Documents

The following table gives the guidelines for the document sizes that can be copied or sent with the TF251.

Item	Single sheet	Multiple sheet
Page width	148 to 216 mm (5.8 to 8.5 inches)	148 to 216 mm (5.8 to 8.5 inches)
Page length	100 to 1000 mm (4 to 39 inches)	100 to 297 mm (4 to 11.7 inches)
Thickness	0.05 to 0.25 mm (0.002 to 0.0098 inches)	0.06 to 0.12 mm (0.0024 to 0.0047 inches)
No. of sheets	1	20 or less
Paper type	Uncoated on both sides	Uncoated on both sides
Note 1: Multiple sheets must be the same size and paper type. Note 2: Hand assistance is needed for pages longer than 297 mm (11.7 inches).		

In addition, the documents should meet the following requirements:
- **No torn, wrinkled, or damp pages**
- **No folded pages or pages with holes**
- **No transparent pages or pages with a smooth, shiny finish**
- **No cloth or metal sheets**

Small, torn, wrinkled, or damp documents or those with holes may sometimes be copied or sent if they are first placed in a carrier sheet as explained in the below.

Another way to send problem documents is by copying them first on a standard copy machine, then use the copy in your TF251.

To use the carrier sheet, lift the clear cover film and place a single page face-up on the paper with the top of the document toward the hinged end. Cover the page with the vinyl film.
Now place the carrier sheet with the document face-down on the document support and proceed as usual for single sheet sending. If you need the carier sheet, it is recommended to consult nearest Toshiba service station.
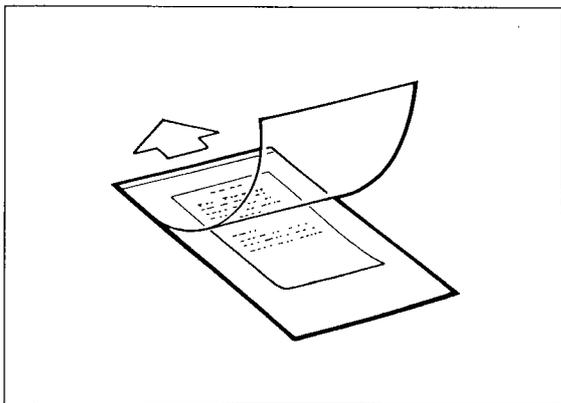
Setting Facsimile Resolution and Contrast

You can adjust the resolution and contrast settings of your facsimile to suit the type of documents you usually send.
Use the following guideline for determining which settings are most appropriate for you.

Standard resolution(STD):	for normal documents
Fine resolution(FINE):	for detailed documents or documents with small type
Semi-fuper fine resolution(S.FINE):	for more detailed documents
	(Used only with Toshiba facsimiles)
Standard gray scale(STD-GR):	for normal photograph
Fine gray scale(FINE-GR):	for detailed photograph
Semi-super fine gray scale(S.FINE-GR):	for more detailed photograph
	(Used compatible with Toshiba facsimiles)
Normal contrast(NORMAL):	for normal documents
Dark contrast(DARK):	for high-contrast documents
Light contrast(LIGHT):	for low-contrast documents, such as those written in pencil

1

```
15.06. 89   16:30
                AUTO
```

● Load the documents.

2

```
STD          NORMAL
                AUTO
```

● Press the MODE ([⊞]) button.

3 [German type]

```
SET NONSTANDARD MODE
1.STD     4.STD-GR
2.FINE    5.FINE-GR
3.S.FINE 6.S.FINE-GR
```

● Selects the nonstandard resolution mode.
● If you wish to select the standard resolution mode, press the MODE ([⊞]) button again.

```
SET STANDARD MODE
1.STD     4.FINE-GR
2.FINE
3.STD-GR
```

● For example, press ⎡4⎤.
● After 2 seconds or pressing the ENTER ([←]) button, the display goes to the following.

[Other type]

```
SET MODE
1.STD     4.STD-GR
2.FINE    5.FINE-GR
3.S.FINE 6.S.FINE-GR
```

● Selects the resolution mode.
● For example, press ⎡5⎤.
● After 2 seconds or pressing the ENTER [←] button, the display goes to the following.

4

```
FINE-GR       NORMAL
```

● Press the CONTRAST ([◑]) button.

5

```
SET CONTRAST
1.NORMAL
2.DARK
3.LIGHT
```

● Selects the contrast mode.
● For example, press ⎡3⎤.
● After 2 seconds or pressing the ENTER ([←]) button, the display goes to next.

6

```
FINE-GR        LIGHT
```

■ Fine unavailable

If the capability of the termination doesn't conform to one of your selectable in density, the LCD appears as follows.

```
ON LINE
 TSB-IOIC
        +81 3 456 2736
FINE UNAVAILABLE
```

● Audible alarm sounds for 4 seconds and vidual alarm "FINE UNAVAILABLE" continues until about 30 seconds.
● Press the MODE (▦) button immediately and you can transmit your documents. But operator's desirable density is ignored.
● If the operator doesn't press the MODE (▦) button, the display goes to the following.

```
 15. 06.  89  16:30



FEATURE UNAVAILABLE
```

● Change to set other resolution and try the transmission again.

Dialling with Telephone

1

```
15. 06. 89   16:30
              AUTO
```

- Load the documents.
- Set the mode & the contrast.

2

```
FINE        NORMAL
              AUTO
```

- Dial the other party's facsimile numbers with the telephone.

3

```
ON LINE
```

- When you hear the high-pitched response tone after the other facsimile answers, press the START ([⬦   ]) button and then hang up.

4

```
EX      FINE


     +81 3 456 1287
```

- During transmission, the telephone number or ID of the called party, resolution and transmission mode are displayed.
  Transmission mode is as follows:

  G2   CCITT Group 2 Mode
  G3   CCITT Group 3 Mode
  HS   Toshiba high-speed transmission mode
  EC   CCITT Group 3 Error Correction Mode
  EX   Toshiba Error Correction Mode

5   [Normal completion]

```
EX      FINE


     +81 3 456 1287
OK 01
```

- The transmission has completed normally.
- After 2 seconds, the TF251 returns to the idle status.
- The normal tone rings for a second.

[Transmission error]

```
EX      FINE


     +81 3 456 1287
COMMUNICATION ERROR
```

- Try the transmission again.
- The abnormal tone rings and "COMMUNICATION ERROR" is displayed for 4 seconds, then the TF251 returns to the idle status.

Key Pad Dialling

1

```
15. 06. 89   16:30
                AUTO
```

● Load the documents.
● Set the mode & the contrast.

2

```
FINE        NORMAL
                AUTO
```

● Enter the other party's facsimile numbers using the TF25 1's control panel ten key pad.

3

```
FINE        NORMAL

TEL NUMBER = (MAX38)
0123456789∎
```

● When you have entered the number correctly, press the START ([◇]) button.
● To correct misentry, press [◀] and re-enter the number.

4

```
ON LINE
```

5

[Normal completion]

```
HS      FINE

            0123456789
OK 03
```

● The transmission was completed normally.
● After 2 seconds, the TF251 returns to the idle status.

[The address is busy.]

```
WAITING TO REDIAL
```

● Redial 3 times at intervals of 3 minutes.
● Times and intervals changeable by service technician.

[Transmission error]

```
HS      FINE

            0123456789
COMMUNICATION ERROR
```

● Try the transmission again.

Abbreviated Dialling and One-Touch key Dialling

You can transmit simply by entering an ABB. number or by pressing a one touch key.

1

```
 15. 06. 89   16:30
                AUTO
```

● Load the documents.
● Set the mode & the contrast.

2 [ABB. dialling]

```
 FINE          NORMAL
                AUTO
```

● Press ABB. DIAL ([□]) button and the abbreviated 2 digits number (01-50)
● For example, press [1] and [2] .

```
 FINE          NORMAL

 ABB. NUMBER= (01-50)
                  12
```

● Press the START ([◇]) button.

[One-touch dialling]

```
 FINE          NORMAL
                AUTO
```

● Press the one-touch key (01-20)
The START ([◇]) button is not needed for one-touch dialling.

3 [Normal completion]

```
 EX     FINE
  TSB-IOIC
        +81 3 456 1287
```

● The transmission has completed normally.
● After 2 seconds, the TF251 returns to the idle status.

[The address is busy.]

```
 WAITING TO REDIAL
  TSB-IOIC
```

● Redials 3 times at intervals of 3 minutes.

[Transmission error]

```
 EX     FINE
  TSB-IOIC
        +81 3 456 1287
 COMMUNICATION ERROR
```

● Try the transmission again.

Registering or Modifying for
Abbreviated Dialling and One-touch Key Dialling

You can register up to 50 TEL numbers for the abb. dialling and use up to 20 of the abb. numbers for the one-touch dialling.

1
● Press ⏩, ⏩, 5 and 1 .
└────(Able to omit)

2

```
ENTER ABB. NUMBER
OR PRESS
[<]:TO CONTINUE
[↵]:TO COMPLETE
```

● Enter the 2 digits abbreviated number (01 – 50) you wish to assign.
● Confirm the abb. numbers and press the ENTER (↵) button.
● For example, press 0 , 1 and ENTER (↵) button.

3   [TEL number has already registered.]

```
ABB. NBR =01
1.CANCEL
2.MODIFY
3.RETURN
```

● If this abb. number has already been used, select one of the code numbers in this display.
If you press 1 key, this cancels the contents of this abb. number and returns to item 2. 2 key, goes to the following item to modify. 3 key, returns to item 2.
● If it is not registered, goes to the following item.

[TEL number is not registered.]

```
ABB. NBR =01

TEL NUMBER=  (MAX38)
■
```

● Enter the TEL number (max. 38 digits) you wish to register.
If an address is foreign, input the overseas call number, a country number, a local number and an address number.
● Confirm the TEL number and press the ENTER button.

● Sometime a pause (3.3 seconds delay) is required for an overseas transmission or a PBX system. Input a pause along with the TEL number by pressing the PAUSE/REDIAL (◎/◉) button.

4

```
ABB. NBR =01
TEL NBR  =0425-86-74
ID NAME=  (MAX20)
```

● Registers address name.
(Refer to "HOW TO SET THE ID NAME", in page)
1. Character selection display appears.
2. Move the cursor to the desired character.
3. Press the SET (#) button to select it. (Max. 20 characters)
4. Press the ENTER (↵) button.

5

```
ABB. NBR =01
LINE SPEED?
1.9600BPS
2.4800BPS
```

● Select the transmission speed.
If you select 2 key, the transmission speed is slower, but the transmission becomes more certain.
● Press the ENTER (↵) button.

6   [Registering as an one-touch key.]

```
ABB. NBR =01
PRESS ONE TOUCH KEY
TO ENTER OR
[↵]:TO SKIP
```

● Press the one-touch key (01 – 20) you wish to register the content of this abb. number and and then go to item 7.
● If you do not wish to register, press the ENTER (↵) button, and then go to item 7.

[One Touch Key is registered.]

```
ONE TOUCH=01

1.CANCEL
2.RETAIN
```

● If this one-touch key has already been used, select the code number in this display.
If you press 1 key, this cancels the content of this one-touch key and returns to the previous item. 2 key, returns to the previous item.

7

```
ENTER ABB. NUMBER
OR PRESS
[<]:TO CONTINUE
[↵]:TO COMPLETE
```

● If you wish to register another, repeat from item 2.
● If you are finished, press the ENTER (↵) button.

Confirming the Transmission

You can confirm whether the transmission was completed normally, or not.

■ **For normal transmission** (except for memory transmission)

When the transmission has finished ——————————————————————————

```
15. 06. 89   16:30
              AUTO
```

● When a transmission has finished normally, you hear the end tone for 1 second.
● At this time, the OK sign and the number of the documents sent normally are displayed for 2 seconds, and returns to idle.

```
15. 06. 89   16:30
              AUTO

COMMUNICATION ERROR
```

● If a communication error has occured, you hear the error tone for 4 seconds.
● At this time, communication error is displayed. To cancel the error display, press the RESET ([⊘]) button.

The display of last transmission result ——————————————————————
● Press [▶], [4] and [1].

```
TSB-IOIC
            012345678
OK 06
```

● OK or NG sign and the number of the documents sent normally are displayed for 4 seconds.

Transmission journal ————————————————————————————————
Print out the transmission journal by pressing the COPY/JOURNAL ([▯/⇨]) button while no documents are loaded in the automatic document feeder.
Note: If press the COPY/JOURNAL ([▯/⇨]) button while the document is loaded in the automatic document feeder, the TF251 starts the copy operation.

Single transmission report ————————————————————————————
It is possible to print out the transmission report for the last transmission after every transmission or only upon a communication error.
You request Toshiba's authorized person to set the functions of single transmission report, single memory transmission report, multi-address transmission report and multi-polling report.

Delayed Transmission

It is possible to program your TF251 to send documents to a specific location at a specific time. The following procedure is used to set up a delayed transmission.

■ **Delayed transmission by menu operation** (For single transmission)

1
- ● Load the documents.
- ● Set the mode & the contrast.

2 ● Press ⟨▶⟩, ⟨1⟩ and ⟨1⟩.

3

```
SINGLE TRANSMIT

TEL NUMBER=
▮
```

- ● Dial the remote facsimile transceiver.
  For key-pad dialling or abb. dialling, press the ENTER (⟨↵⟩) button after entering the TEL number.

4

```
SINGLE TRANSMIT

DELAYED TRANSMIT?
 1.NO    2.YES
```

- ● Press ⟨2⟩ key.

5

```
SINGLE TRANSMIT

  START TIME =HH:MM
              ▮▮:▮▮
```

- ● Input the time at which you wish to send, in a 24-hour clock format.
  ex. 8:30am → ⟨0⟩⟨8⟩⟨3⟩⟨0⟩
      8:30pm → ⟨2⟩⟨0⟩⟨3⟩⟨0⟩
- ● Confirm the data input and press the ENTER (⟨↵⟩) button.

6

```
SINGLE TRANSMIT

TO MEMORY ?
 1.YES     2.NO
```

- ● Select whether the documents are input to memory or not.
  If you press ⟨1⟩ key, the documents are read into the memory and you can remove them from the machine.
  With documents in memory, no additional operations may be entered into memory. But the automatic document feeder is available for non-memory operations.

7

```
15. 06. 89  16:30
               AUTO

MEMORY IN USE
```

- ● When you input to the memory, "MEMORY IN USE" is displayed.
  The documents are automatically sent at the specified time.

● Multi-address transmission, mail-box transmission, relay transmission, polling reception, multi-polling reception, operate in the same basic way.

■ Delayed transmission by one touch key

You can transmit simply by initiating a delayed transmission by one touch key.

1
- ● Load the documents.
- ● Set the mode & the contrast.

2

```
STD            NORMAL
```
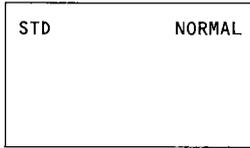
- ● Press the one-touch key assigned to the delayed transmission.

3

```
15. 06. 89  16:30
                  AUTO

MEMORY IN USE
```
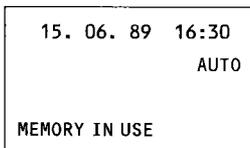
- ● The documents are sent to the specified address at the specified time.
- ● "MEMORY IN USE" is displayed when you set to use in memory by the one-touch key.

Note: When a document for delayed transmission has been entered to memory, the memory reception will not operate.

■ Registering the delayed transmission (For single transmission)

A delayed transmission operation can be programmed into a one touch key.

1 ● Press ▶▶ , ▶▶ , 5 and 4 .
          └────(Able to omit)

2
```
PROGRAM KEY ENTRY
PRESS ONE TOUCH KEY
TO ENTER OR
[↙]:TO COMPLETE
```
● Press the one-touch key (01-20) you wish to register.
● For example, press 20 .

3 [Already assigned]

```
ONE TOUCH=20
1.CANCEL
2.MODIFY
3.RETAIN
```

● If this one-touch key has been assigned, select the code number in this display.
If you press 1 key, this cancels the content of this one-touch key and returns to item 2. 2 key, goes to the following item to modify. 3 key, returns to item 2.
● If it is not assigned, goes to the following item.

[Not assigned]
● Press 3 , 1 and 1 .

4
```
SINGLE TRANSMIT

TEL NUMBER=
■
```
● Dial to the address.
For key-pad dialling or abb. dialling, press the ENTER (⏎) button after setting TEL number.

5 ● Same as the "Delayed transmission by menu operation", items 4 to 7.

● Multi-address transmission, mail-box transmission, relay transmission, polling reception, multi-polling reception operate in the same basic way.

Confirming/Cancelling the Delayed Transmission

■ Confirming the delayed transmission

You can confirm that the delayed transmission/polling reception has been programmed by the reservation list.

To print out the reservation list,

press ▣, 4 and 2 .

■ Cancelling the delayed transmission

You can cancel the delayed transmission/polling reception by pressing the RESET (⊘) button.

1 ● Press the RESET (⊘) button.

2
```
CANCEL?
1.DOCUMENT FEEDER
2.MEMORY
3.POLLING RECEIVE →
```
```
4.NO
```

The code number of the reserved operation is blinking.
● Select the code number you wish to cancel.
If you press 1 key, the delayed transmission or the polling transmission, for which the documents are loaded in the automatic document feeder, is cancelled. 2 key, the delayed transmission, the multi-address transmission or the polling transmission, for which the documents have been input to the memory, is cancelled. 3 key, the delayed polling is cancelled. 4 key, no operation is cancelled and returns to idle.

3
```
ARE YOU SURE?


1.YES   2.NO
```

● Select whether to cancel the operation, or not.
If you press 2 key, no operation is cancelled and returns to idle.

4
```
CANCELLED
```

● When pressing 1 key, this operation is cancelled.

5
```
CANCEL LIST

PRINTING
```

● The cancel list is printed out.

Transmitting by Program Button

You can transmit simply or conveniently by a program button.
A one-touch key in which a certain operation has been registered is called a program button.

The registerable operations

● Monitor function
● Multiple languages function
● Single transmission
● Multi-address transmission
● Mail-box transmission

● Relay transmission
● Single polling receiving
● Multi-polling receiving
● Polling from Mail-box

Monitor function
You can monitor the line after pressing the one-touch key assigned to the monitor function and dialling.
When monitoring the line, you can determine whether the other party's line is busy or not.
If you press the RESET ([⊘]) button when the other party's line is busy, the machine have no monitor function for the document.
If the machine recognizes that the other party is a facsimile machine, the monitor function is turned OFF.

To register the monitor function,

1 ● Press [⏩], [⏩] , [5] and [4] .
⎣———(Able to omit)

2 ● Press the one-touch key to which you wish to register the monitor function.

3 ● Press [1] key and the ENTER ([↵]) button.

How to use the monitor function by "OPTIONS",

1 ● Press [⏩], [3] , [⏩] and [5] .
⎣———(Able to omit)

2 ● The LINE MONITOR is set to ON. When this menu is recalled, the LINE MONITOR is set to OFF.

3 ● After 2 seconds and press the ENTER ([↵]) button, the TF251 returns to the idle status.
● The monitor function should be activated before you try to use it.

Dialling while monitoring the line,

1 ● Press the one-touch key assigned to the monitor function.

2 ● Press the one-touch key assigned to the one-touch dialling. Or press the ABB. DIAL ([⣿]) button and an abb. number (2 digits) and the START ([◇]) button, or ten key pad dialling.

Registering menu operation ——
The following is a menu of operations (except for the monitor and language function) which can be programmed into a one-touch key.
Once programmed you can transmit/receive simply by pressing this program button.

● Single transmission

```
┌─────────────┐     ⎛ Delayed  ⎞     ⎛        ⎞
│   ADDRESS   │───▶ ⎝ Transmit ⎠ ──▶ ⎝ Memory ⎠
└─────────────┘
```

● Multi-address transmission

```
┌─────────────┐     ⎛ Delayed  ⎞
│  GROUP NBR  │───▶ ⎝ Transmit ⎠
└─────────────┘
```

● Mail-box transmission

```
┌─────────────┐     ┌─────────────┐     ⎛ Delayed  ⎞     ⎛        ⎞
│   BOX NBR   │──▶  │   ADDRESS   │──▶  ⎝ Transmit ⎠ ──▶ ⎝ Memory ⎠
└─────────────┘     └─────────────┘
```

● Relay transmission

```
┌─────────────┐     ⎛ Delayed  ⎞     ⎛        ⎞
│  RELAY NBR  │───▶ ⎝ Transmit ⎠ ──▶ ⎝ Memory ⎠
└─────────────┘
```

● Single polling receiving

```
┌─────────────┐     ⎛ Security ⎞     ⎛ Delayed ⎞
│   ADDRESS   │───▶ ⎝ Code     ⎠ ──▶ ⎝ Poll    ⎠
└─────────────┘
```

● Multi-polling receiving

```
┌─────────────┐     ⎛ Security ⎞     ⎛ Delayed ⎞
│  GROUP NBR  │───▶ ⎝ Code     ⎠ ──▶ ⎝ Poll    ⎠
└─────────────┘
```

Overseas Transmission

■ No normal speed transmission

There are cares where the normal transmission speed of 9.6K is not possible for overseas communication.
In this case, set "4800 bps" by options or during the entering of an abb. number.

1 ● Press ▶, 3 and 2 .
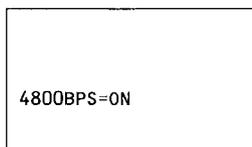
2
```
4800BPS=ON
```
● "4800BPS=ON" is displayed for 2 seconds.
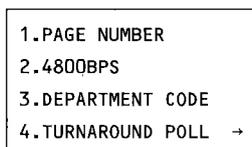
3
```
1.PAGE NUMBER
2.4800BPS
3.DEPARTMENT CODE
4.TURNAROUND POLL  →
```
● Press the ENTER (←) button and the machine returns to idle.
If you want to set OFF, press 2 key instead of the ENTER (←) button.
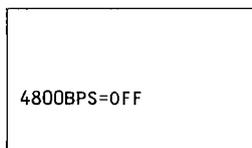
4
```
4800BPS=OFF
```
● Then, press the ENTER (←) button.
"4800 BPS=OFF" is displayed for 2 seconds.

Selecting the Number of Pages
and Department Code (Option)

The number of pages; 2 digits, will be printed at the top of every page you send, if you select the number of pages option.
Additionally, If you wish to print out a department code of 5 digits on the transmission journal, you may select that option.
By selecting the department code option, you can determine what department or person has sent what or how many transmissions.

Print out eg.

```
+0425-86-7449  TOSHIBA HINO WORKS                    001 P01/03 25.05.89   16:36
```

Page

```
                                         TIME       : 25.05.89   17:07
TRANSMISSION-JOURNAL                     TEL NUMBER : +0425-86-7449
                                         NAME       : TOSHIBA HINO WORKS


 NBR      DATE    TIME    DURATION PGS  TO                      DEPT.CODE   MODE   STATUS

 001      25.05   16:44   00/37    02   ABC CORP.               99017       EC     31
 002      25.05   16:47   01/53    05          +03 999 0123                 EC     31
 003      25.05   16:50   00/00    00   035551111
 004      25.05   16:52   00/44    02   AIRBAG SYSTEM P21       56112       G3     80
 005      25.05   16:54   00/37    02   PRESENT? INC.                       G3     80
 006      25.05   16:57   01/31    01   JAPAN&USA ICL ROOM-3                G2     33
 007                                    ---EYE CORP. #2103      00475       G2
```

Department code

■ Selecting the number of pages

1
- ● Load the documents.
- ● Set the mode & the contrast.
- ● Press ▶▶ and 3 .

2
```
1.PAGE NUMBER
2.4800BPS
3.DEPARTMENT CODE
4.TURNAROUND POLL  →
```
● Press 1 key.

3
```
PAGE NUMBER=
            ■■
```
- ● Enter the number of pages (2 digits) you wish to send. If you make a mistake, re-enter.
- ● Press the ENTER (↵) button.

■ Selecting department code

1
```
1.PAGE NUMBER
2.4800BPS
3.DEPARTMENT CODE
4.TURNAROUND POLL  →
```
● Press 3 key, to select the department code option.

2
```
DEPARTMENT CODE=
            ■■■■■
```
● Enter the numbers of department code (5 digits), press the ENTER (↵) button.

Call Reservation

This feature lets you signal the other party that you want to speak with them after your facsimile exchange is completed and before disconnecting the line.

1

```
G3      STD


    +12 3 456 7890

```

● Press the CALL ([⌂]) button while the document is being sent.

2

```
G3      STD


    +12 3 456 7890
    CALL   REQUEST
```

● After that document is sent, the operator call signal is send.

3

```
G3      STD


    +12 3 456 7890
                CALL
```

● If you hear the call signal, lift the handset of telephone and press the CALL ([⌂]) button within 15 seconds to speak.

The feature can only be used when you have a telephone connected to your facsimile.

Notes : ● This feature can only be used when the other party has a telephone connected to their facsimile.
● During the call reservation if you press the CALL ([⌂]) button again, the call reservation is cancelled.
● If the other party does not press the CALL ([⌂]) button within 15 seconds after calling, the TF251 prints out the call back message when TEL number of the other party is informed.

Print-out eg.

```
VOICE REQUEST
                                        TIME       : 02.06.89   17:15
                                        TEL NUMBER : +0425-86-7449
                                        NAME       : TOSHIBA HINO WORKS

FOLLOWING FACSIMILE ATTEMPTED VOICE COMMUNICATION

TEL NBR        0425 22 5590
```

● When the calling tone is heard from your machine, lift the handset of telephone and press the CALL ([⌂]) button on the TF251. And then, you can speak with the calling party.

Transmission Reservation

During reception, you can set up the TF251 to reserve the line for the next transmission.

1

```
G3      STD


     +81 3 456 1287
```

● Load the documents in the automatic document feeder.
● Set the mode & the contrast, if you need.

2

```
STD            NORMAL
```

● Activate the transmission by abbreviated number or one-touch key dialling.

3

```
G3      STD


     +81 3 456 1287
TX RESERVATION:OT 02
```

● When the facsimile reception communication ends, the documents will be sent automatically.

Notes : ● Transmission reservation is only possible with abbreviated number or one-touch key dial locations. Before this operation, the correct telephone number must have been entered into an abbreviated number or one-touch key.
● Once the documents are reserved for transmission, you can not cancel that operation until the reception ends.
● The transmission reservation can not work during reception in G2 mode.

Manual Redialling

While waiting for the automatic redialling of a busy number, you may press the PAUSE/REDIAL (🔘/⊙) button to have the TF251 immediately redial the number.

1

```
WAITING TO REDIAL
              AUTO
```

● Press the PAUSE/REDIAL (🔘/⊙) button.

2

```
DIALLING
 TSB-IOIC
            03456
```

● Starts the redialling.

Notes : ● In the case of a memory transmission, manual redialling is not possible. You must wait for the normal automatic redial operation.
The PAUSE/REDIAL (🔘/⊙) button works only when "WAITING TO REDIAL" is displayed.
● As the automatic redialling is set to 3 times at 3-minute intervals, the manual redialling is not counted.

RECEIVING

Automatic Reception

In the automatic reception mode, the TF251 automatically answers incoming calls and receives any incoming documents.
If you wish to operate in the automatic reception mode, it is necessary that you select the TF251 to AUTO.
(Refer to "SETTING THE FUNCTIONS", in page 19.)

1

```
15. 06. 89   16:30
                AUTO
```

● Idle status.

2

```
ON LINE
```

● The TF251 automatically detects the incoming ring signal.

3

```
G3      STD

       +81 3 456 2357
```

● The documents are being received.

4

```
15. 06. 89   16:30
                AUTO
```

● When the reception is completed, the TF251 returns to the idle status.

Manual Reception by Telephone

The manual reception mode is convenient when you wish to use your telephone line for voice as well as facsimile communications.
By selecting the manual mode you can answer the telephone call yourself and activate the facsimile manually if necessary.
(Refer to "SETTING THE FUNCTIONS", in page 19.)

1

```
15. 06. 89   16:30
             MANUAL
```

● When the phone rings, lift the handset of telephone and speak to the caller.

2

```
ON LINE
```

● If the other party wants to send the document, press the START ([◇   ]) button.
● In case of automatic transmission by the other party, you hear the ready tone every 3 seconds and so press the START ([◇   ]) button.

3

```
G3    STD

      +81 3 456 2357
```

● When starting to receive the document, hang up the handset.

4

```
15. 06. 89   16:30
             MANUAL
```

● when the reception is completed, the TF251 returns to the idle status.

Call Reservation

You may call the other party after receiving the document.

1

```
G3      STD

        +81 3 456 2357
```

● Press the CALL ([☎]) button while the document is being received.

2

```
G3      STD

        +81 3 456 2357
        CALL REQUEST
```

● When the facsimile reception of all documents ends, the operator call signal is sent.

3

```
G3      STD

        +81 3 456 2357
                  CALL
```

● If you hear the call signal, lift the handset of telephone and press the CALL ([☎]) button within 15 seconds to speak.

Notes: ● During the call reservation, if you press the CALL ([☎]) button again, the call reservation is cancelled.
● If you do not answer the telephone within 15 seconds after receiving the operator call signal, the TF251 prints out the call back message when TEL number of the other party is informed.

Print-out eg.

```
VOICE REQUEST
                                    TIME       : 02.06.89   17:14
                                    TEL NUMBER : +0425-86-7449
                                    NAME       : TOSHIBA HINO WORKS

FOLLOWING FACSIMILE ATTEMPTED VOICE COMMUNICATION

TEL NBR          0425 22 5590
```

Memory Reception

When the recording paper has run out during the reception, the TF251 can continue to receive data into the memory as a substitute reception up to the memory full.

Note: ● When a document for delayed transmission or polling reservation has been entered to memory, the memory reception will not operate.
● The memory reception can not work in Group 2 mode.

1

```
15. 06. 89  16:30
                AUTO

PAPER EMPTY
MEMORY RECEPTION
```

● The recording paper is empty.
● Received document(s) stored in memory.

2 ● Insure that the power switch stays ON, while loading the new roll of recording paper. Document(s) in memory will be lost if the power is turned OFF !

The orientation of the recording paper must be as shown below.
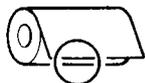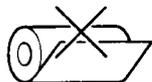
YES   NO
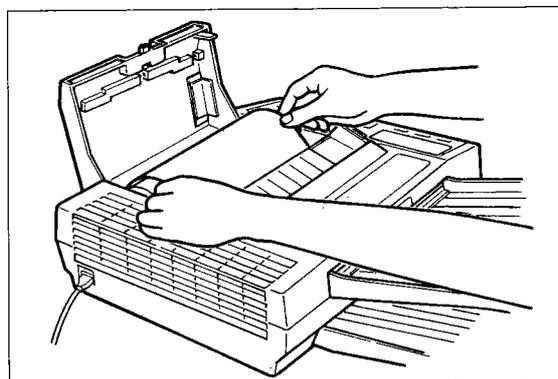
Refer to "ASSEMBLING THE RECORDING PAPER", in page 16.

3

```
15. 06. 89  16:35
                AUTO

PRESS START
MEMORY RECEPTION
```

● Press the START ([◈]) button, and the received data will be printed out.
● No need to mention the reception journal if it is only printed after every 40 transactions and then, only if the switch is activated.

Note: This function is not used in F.R.Germany.

COPYING

Copying Documents

You can also use your facsimile for simple copying.

1

```
15. 06. 89  16:30
              AUTO
```
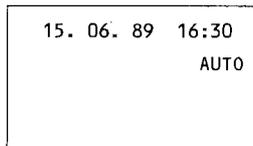
● Load the documents in the automatic document feeder.

2

```
STD         NORMAL
              AUTO
```
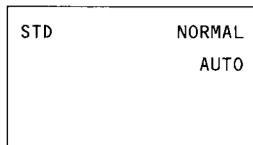
● Press the MODE (⊞) button to select the resolution.

[German type]

```
SET NONSTANDARD MODE
1.STD    4.STD-GR
2.FINE   5.FINE-GR
3.S.FINE 6.S.FINE-GR
```
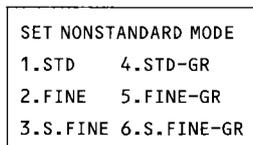
● For example, press ⑤ for "FINE-GR".
  Note: The change of the mode setting cannot be performed between pages.

[Other type]

```
SET MODE
1.STD    4.STD-GR
2.FINE   5.FINE-GR
3.S.FINE 6.S.FINE-GR
```

● For example, press ⑤ for "FINE-GR".

3

```
FINE-GR     NORMAL
              AUTO
```
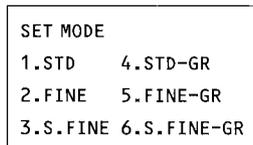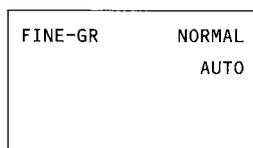
● Press the CONTRAST (◐) button to select the contrast.

```
SET CONTRAST
1.NORMAL
2.DARK
3.LIGHT
```

● For example, press ③ for "LIGHT".

4

```
FINE-GR     LIGHT
              AUTO
```
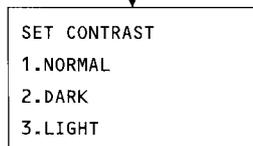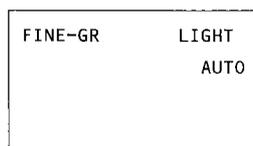
● Press the COPY (◻/⇨) button to start the copy operation.

5

```
FINE-GR     LIGHT
COPY
PRINTING
```
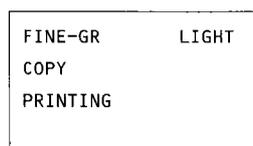
● The document is feeding through the unit and copied.

FACSIMILE NETWORK

This machine can provide additional economic benefits, in terms of time and money, when used in a facsimile network. With the exception of multi-address transmission, these facsimile network features require coordination between the involved facsimiles; particularly, the "hub" machine.

Multi-address transmission:
Transmits documents to multiple addresses (each in turn) during one transmission procedure.
It is convenient and can save the operator time and effort.
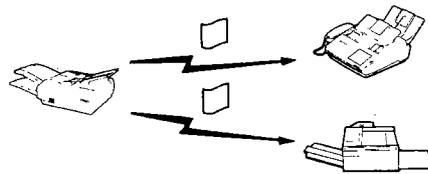
Relay transmission:
Transmits documents & multiple address instructions to a relay (hub) facsimile, which transmits the documents to the multiple addresses in sequence, during one transmission procedure.
It is convenient and can save the operator time and effort.
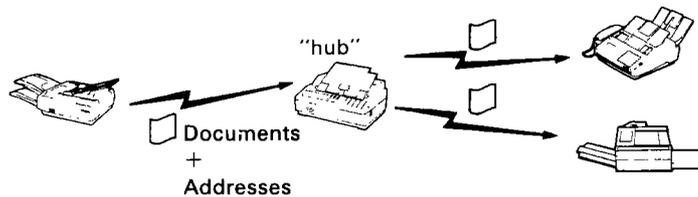
Mail-box communication:
Transmits documents to mail or receive them.
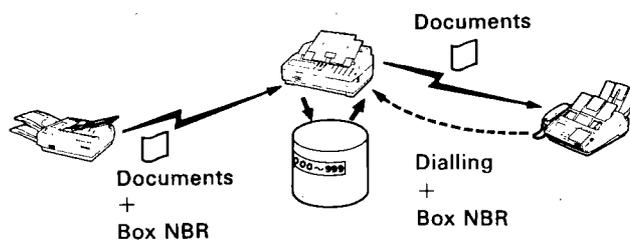
Polling communication:
The "to be polled" operator loads the documents at the transmitting facsimile in advance. The "polling" operator dials the transmitting facsimile and receives the documents.
This feature is convenient for a daily report.
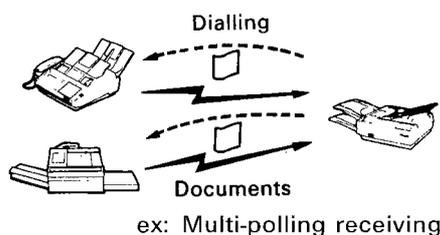
ex: Multi-polling receiving

Multi-address Transmission

Transmits documents to multiple addresses, in sequence, during one transmission procedure.
There are some operations for multi-address transmission.

- The MULTI ([📧]) button operation can select every single address from abb. number or one-touch key.
- Menu operation (multi-address transmission) can select every multi-address group and delay the transmission.
- The multi-transmission is performed by depressing the one-touch key in which multi-address group is registered.
- The multi-transmission is performed by only pressing the one-touch key (program button) that the menu operation of multi-transmission is registered.

■ **Multi-address transmission by single setting** (Use the MULTI ([📧]) button)

1
- Load the documents.
- Set the mode & the contrast.

2
- Press the MULTI ([📧]) button.

3

```
STD          NORMAL
ENTER ABB. NUMBER OR
ONE TOUCH KEY
```

- Set the address by abb. dialling (2 digits abb. number) or one touch key.
- When you have set by abb. dialling, press the ENTER ([←]) button.

4

```
ABB. NBR =12-34
ONE TOUCH=01
 ENTER MORE OR
 PRESS [START]
```

- If you continue to set the address, repeat from item 3.
  There is a max. of 20 addresses for one-touch keys and a max. of 50 addresses for abb. numbers.
- Once you finish selecting abb. number or one-touch keys, press the START ([◇]) button.

5

```
ABB. NBR =12-34
ONE TOUCH=01
READING IN MEMORY
80% USED
```

- The documents are read into memory.
  The TF251 then transmits to the multiple addresses from memory.

■ **Multi-address transmission by group settings** (Use menu operation)

1 ● Load the documents.
● Set the mode & the contrast.

2 ● Press ▶ , 1 and 2 .

3
```
MULTI TRANSMIT

GROUP NUMBER=(01-15)
                     ▮▮
```
● Input the 2 digits multi-address group number.
● Confirm the multi-address group number and press the ENTER button.

4
```
MULTI TRANSMIT
GROUP NBR=03
ENTER MORE OR PRESS
[↵]:TO COMPLETE
```
● If you wish to input additional group numbers, repeat item 3.
● If you are finished, press the ENTER (↵) button. After this, you can set the delayed transmission.
(Refer to "DELAYED TRANSMISSION", in page 30.)

5
```
15. 06.89    16:30
                AUTO

MEMORY IN USE
```
● The documents are read into memory.
The TF251 then transmits to the multiple addresses from memory.
● For a delayed transmission, they are transmitted at the specified time, automatically.

■ **Multi-address transmission by group settings** (Use the one-touch key in which the multi-address number is registered)

1 ● Load the documents.
● Set the mode & the contrast.

2 ● Press the one-touch key in which the multi-address number is registered.

3
```
STD         NORMAL

ONE TOUCH=01
TOSHIBA GROUP
```
● "ONE TOUCH=01" is displayed on the LCD for 2 seconds.

↓

```
STD         NORMAL

READING IN MEMORY
80% USED
```
● The documents are read into memory.
The TF251 then transmits to the multiple addresses from memory.

■ Multi-address transmission by group settings

(Use the one-touch key as a program button in which the menu operation for the multi-address transmission is registered)

1
- Load the documents.
- Set the mode & the contrast.

2

```
STD          NORMAL


ONE TOUCH=02
MULTI GROUP
```

- Press the one-touch key in which the menu operation for the multi-address transmission is registered.

3

```
15. 06. 89  16:30
                AUTO

MEMORY IN USE
```

- The documents are read into memory.
  The TF251 then transmits to the multiple addresses from memory.
- For a delayed transmission, they are transmitted at the specified time, automatically.

■ Confirming the multi-address transmission

When the transmission has finished, a multi-transmission report is printed.

Note: During the multi-adress transmission, "MEMORY IN USE" is displayed.
In this procedure, while waiting for the automatic redialling of a busy number, the manual redialling is not possible.
You must wait for the normal automatic redial operation.
The manual redialling works only when "WAITING TO REDIAL" is displayed.

■ Registering for multi-address group

You can register the abb. numbers for a multi-address group numbers, and select up to 15 groups for the system.

These group numbers are useful for multi-address function.

1   ● Press [▶▶] , [▶▶] , [5] and [2] .
        └────(Able to omit)

2

```
ENTER GROUP NUMBER
OR PRESS
[<]:TO CONTINUE
[↵]:TO COMPLETE
```

● Input the 2 digits multi-address group number you wish to assign.
● Confirm the multi-address group number and press the ENTER ([↵]) button.

3

```
GROUP NBR=01

GRP. NAME= (MAX20)
```

● Registers multi-address group name.
  (Refer to "HOW TO SET THE ID HAME ", in page 13)
  1. Character selection display appears.
  2. Move the cursor to the desired character.
  3. Press the SET ([#]) button to select it. (Max. 20 characters)
  4. Press the ENTER ([↵]) button.

4

```
GROUP NBR=01


ENTER ABB. NUMBER OR
[↵]:TO CONTINUE
```

● Input the 2 digits abb. number you wish to register as an address.
● Confirm the abb. number and press the ENTER ([↵]) button.

5

```
GROUP NBR=01
ABB. NBR=01-02-03
ENTER ABB. NUMBER OR
[↵]:TO CONTINUE
```

● If you wish to continue to input abb. numbers, repeat item 4.
● If you have finished entering abb. numbers, press the ENTER ([↵]) button.

6

```
GROUP NBR=01
PRESS ONE TOUCH KEY
TO ENTER OR
[↵]:TO SKIP
```

● Press the one-touch key to which you wish to register the contents of this multi-address group number.
● If you do not wish to register, press the ENTER ([↵]) button.

7

```
ENTER GROUP NUMBER
OR PRESS
[<]:TO CONTINUE
[↵]:TO COMPLETE
```

● If you wish to register another group, repeat from item 2.
● If you wish to stop, press the ENTER ([↵]) button.

Relay Transmission

A Relay transmission permits the TF251 to transmit documents to multiple addresses by means of a relay (hub) facsimile. This can help in minimising phone expenses involved with numerous distant locations. Such a Relay Transmission network requires advance preparation to coordinate group and abb. number coding in the "hub" machine.
● The relay station is a TF-341M (Toshiba facsimile).
● The TF251 can not function as a Relay (hub) station.

There are three operations for relay transmission.
● The one-touch key in which the relay group number is registered
● Menu operation (relay transmission)
● The one-touch key (program button) in which the menu operation of relay transmission is registered

■ Relay transmission by one-touch key
(Use the one-touch key in which the relay group number is registered)

1
● Load the documents.
● Set the mode & the contrast.

2
● Press the one-touch key in which the relay group number is registered.

3

```
STD            NORMAL


ONE TOUCH=20
RELAY GROUP
```

● The TF251 transmits the documents to the relay station.

■ Relay transmission by menu operation

1
- Load the documents.
- Set the mode & the contrast.

2
- Press ▶, 1 and 4 .

3
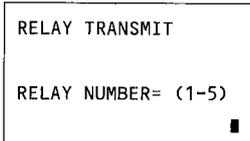
```
RELAY TRANSMIT

RELAY NUMBER= (1-5)
                    ∎
```

- Input the one digit relay group number (1-5).
- Confirm the relay group number and press the ENTER (↵) button. After this, you can select delayed transmission and the transmission from memory.
  (Refer to "DELAYED TRANSMISSION", in page 30.)

4
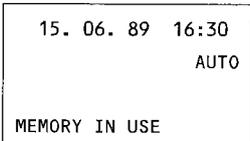
```
15. 06. 89  16:30
            AUTO

MEMORY IN USE
```

- The TF251 transmits the documents to the relay station.
  For the transmission from memory, the documents are read into memory.
  For the delayed transmission, the documents are transmitted at the specified time, automatically.

■ Relay transmission by one-touch key
(Use the one-touch key as a program button in which the menu operation of the relay transmission is registered)

1
- Load the documents.
- Set the mode & the contrast.

2
- Press the one-touch key in which the menu operation of the relay transmission is registered.

3
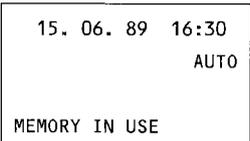
```
15. 06. 89  16:30
            AUTO

MEMORY IN USE
```

- Transmits the documents to the relay station.
- For the transmission from memory, the documents are read into memory.
  For the delayed transmission, the documents are transmitted at the specified time, automatically.

■ Confirming the relay transmission
The multi-transmission report is sent back by setting the return code. (Refer to page 53.)

■ Registering for relay group

You can register addresses for relay group number, and it up to 5 groups for the facsimile network.

1 ● Press ▶▶, ▶▶, 5 and 3 .
⌐——(Able to omit)

2
```
ENTER RELAY NUMBER
OR
[<]:TO CONTINUE
[←]:TO COMPLETE
```
● Enter the one digits relay group number you wish to assign.
● Confirm the relay number and press the ENTER button.

3
```
RELAY NBR=1

RELAY NAME= (MAX20)
```
● Registers relay group name.
(Refer to "HOW TO SET THE ID NAME", in page 13.)
1. Character selection display appears.
2. Move the cursor to the desired character.
3. Press the SET (#) button to select it. (Max. 20 characters)
4. Press the ENTER (←) button.

4
```
RELAY NBR=1
ENTER RELAY STATION
ABB. NUMBER= (01-50)
                    ▮▮
```
● Enter the 2 digits abb. number of the relay station(Only an abb. number is valid for the relay station.).
● Confirm it and press the ENTER (←) button.

5
```
RELAY NBR=1
RELAY STN=01
END ADDRESS= (00-99)
                    ▮▮
```
● Enter the 2 digits end-address (end-group number) which is registered in the relay station.
● Confirm it and press the ENTER (←) button.

```
RELAY NBR=1
RELAY STN=01
RETURN CODE= (00-99)
                    ▮▮
```
● Enter the 2 digits return code (abbreviated number) which the master station is registered in the relay station.
● Confirm it and press the ENTER (←) button.
Go to item 6.

6
```
RELAY NBR=1
PRESS ONE TOUCH KEY
TO ENTER OR
[←]:TO SKIP
```
● Press the one-touch key to which you wish to register the contents.
● If you do not wish to register, press the ENTER (←) button.

7
```
ENTER RELAY NUMBER
OR
[<]:TO CONTINUE
[←]:TO COMPLETE
```
● If you wish to register another relay number, repeat from item 2.
● If you wish to finish, press the ENTER (←) button.

Mailbox

Some Toshiba facsimiles, such as the TF-341M, have a mailbox function that allows you to send confidential information. A document sent to a mailbox is not printed immediately but is stored in memory. It can only be printed by someone who knows the security code of the mailbox. Your facsimile can only send a document to another Toshiba facsimile which has a mailbox function.

■ Mail-box transmission

You can select the mail-box by menu operation. And you can register these operations to an one-touch key as a program button.

1
- ● Load the documents.
- ● Set the mode & the contrast.

2
- ● Press ▶, 1 and 3 .

3
```
TRANSMIT TO MAIL BOX

BOX NUMBER=(00-99)

                  ▮▮
```
- ● Input the 2-digits mail-box number.
- ● Confirm the mail-box number and press the ENTER ([↵]) button.

4
```
TRANSMIT TO MAIL BOX
BOX NBR=01
TEL NUMBER=
▮
```
- ● Input the mail-box station by key pad dialling, abb. dialling or one-touch dialling.
- ● If you input by key pad dialling or abb. dialling, press the ENTER ([↵]) button after entering.
  After this, you can select delayed transmission and transmission from memory.

5
```
15. 06. 89  16:30
              AUTO

MEMORY IN USE
```
- ● The TF251 transmits the documents to the mail-box station.
  For the transmission from memory, the documents are read into memory.
  For the delayed transmission, the documents are transmitted at the specified time, automatically.

Polling

The "to be polled" operator must set the documents at the transmitting facsimile in advance.
At the receiving facsimile, the "polling operator" dials (polls) the transmitting facsimile. Then you can receive the documents.

There are four methods of polling communication.
- ● Polling reservation
- ● Polling reception
- ● Turnaround polling
- ● Multi-polling reception

Note: ● If you select the 4 digits security code as check-code, you can receive from Toshiba's TF-series facsimile transceivers only.
You should select the "NO" or "TEL" as check-code if you poll or reserve a polling transmission for another facsimile transceivers.

■ **Polling reservation** (For example: polling reservation with a security code)

1 ● Load the documents.
● Set the mode & the contrast.

2 ● Press ▶, 2 and 1.

3
```
POLLING RESERVE
 SECURITY CODE/TEL?
1.NO      3.CODE
2.BOTH    4.TEL
```
● Select the check-code.
To select security code, press 3 key.

4
```
POLLING RESERVE

 SECURITY CODE=
            ████
```
● Input the 4 digits security code.
● Confirm the security code and press the ENTER (⏎) button.

5
```
POLLING RESERVE

 TO MEMORY?
 1. YES 2. NO
```
● Select whether the documents are input to memory or not.
● If you press 1 key, the documents are read into memory (Info. -box).
In this case, when the documents are polled, they remain in memory. Therefore another facsimile can poll them again and agian.

6
```
 15. 06. 89  16:30
              AUTO
POLLING RES.
(MEMORY IN USE)
```
● For a transmission from memory, the documents are read into memory.
The TF251 then transmits the documents when your machine receives the polling signal and the same security code or the same telephone number.

Note: ● If you wish to cancel polling reservation, press the RESET (⊘) button. And then press 1 key, you can cancel polling reservation.
● When you wish to cancel polling reservation in memory, you should select "2. MEMORY" in the cancel menu.

■ Polling reception

There are three operations for polling reception.

- Normal polling reception
- Polling by menu opration
- The one touch key (program button) in which the single polling reception operation is registered.

Normal polling reception ─────────────────────────────────
(For example: reception with a security code)

[Idle status]

1
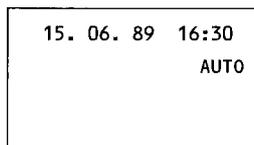
```
15. 06. 89  16:30
              AUTO
```

- Input the address by key pad dialling, abb. dialling or one-touch dialling without documents on the automatic document feeder.
- If you input by key pad dialling or abb. dialling, press the START ([◇]) button after setting.

2
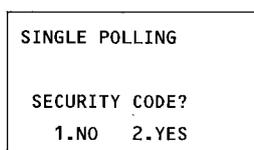
```
SINGLE POLLING

SECURITY CODE?
 1.NO   2.YES
```

- Select whether you are using a security code, or not. To set the security code, press [2] key.

3

```
SINGLE POLLING

SECURITY CODE=
            ████
```
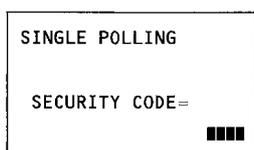
- Input the 4 digit security code.
- Confirm the security code, press the ENTER ([◄┘]) button.

4

```
DIALLING
```
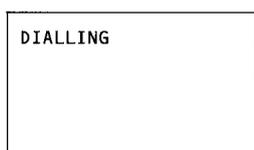
- Polls to the address.

1 ● Press ⏩ , 2 and 2

2

```
SINGLE POLLING


TEL NUMBER=
■
```

● Input the address by key pad dialling, abb. dialling or one-touch dialling.
● If you input by key pad dialling or abb. dialling, press the ENTER (↵) button.

3

```
SINGLE POLLING


SECURITY CODE ?
1.NO    2.YES
```

● Select whether you are using a security code, or not.
To set the security code, press 2 key.

4

```
SINGLE POLLING


SECURITY CODE=
            ■■■■
```

● Input the 4 digits security code.
● Confirm the security code, press the ENTER (↵) button.
After this, you can set the delayed polling.
(Refer to "DELAYED TRANSMISSION", in page 30.)

5

```
DIALLING



```

● Polls to the address.
For the delayed polling, polls at the specified time, automatically.

Polling reception
(Use the one-touch key as a program button in which the operation is registered)

1 ● Press the one-touch key in which the single polling operation is registered.

2 ● Polls to the address.
● For the delayed polling, polls at the specified time.

■ Turnaround polling
You can poll another facsimile transceiver ater transmitting your documents, by one operation.

1 ● Load the documents.
● Set the mode & the contrast.
● Press ⏩ , 3 and 4 .

2

```
TURNAROUND POLL


SECURITY CODE?
1.NO    2.YES
```

● Select whether you are using a security code, or not.
To set the security code, press 2 key.

3

```
TURNAROUND POLL


SECURITY CODE=
            ■■■■
```

● Input the 4 digit security code.
● Confirm the security code, press the ENTER (↵) button.

4 ● Follow to operate usual send the documents.

■ Multi-polling reception

Polls and receives from multiple addresses in sequence.
There are several methods for multi-polling reception, much the same as multi-address transmission.
- ● The MULTI ([◀]) button operation
- ● Menu operation (Multi-polling receiving)
- ● The one-touch key in which a multi-address group is registered.
- ● The one-touch key (program button) in which the menu operation for multi-polling is registered.

Multi-polling reception by a single setting ────────────────────
(Use the MULTI ([◀]) button)

(For example: receiving with a security code)

1 ● Press the MULTI ([◀]) button.

2
```
MULTI POLLING
ENTER ABB. NUMBER OR
ONE TOUCH KEY
```
● Set the address by abb. dialling (ABB. DIAL and 2-digit abb. number) or one-touch key.
● Press the ABB. DIAL ([▦]) button when you have set by abb. dialling.

3
```
ABB. NBR=12


ENTER MORE OR
PRESS [START]
```
● If you have additional addresses to set, repeat item 2.
● If you are finished, press the START ([◇]) button.

4
```
MULTI POLLING


SECURITY CODE?
  1.NO    2.YES
```
● Select whether you are using a security code, or not.
To set the security code, press ⬚2⬚ key.

5
```
MULTI POLLING


SECURITY CODE=
              ████
```
● Input the 4 digits security code.
● Confirm the security code, press the ENTER ([↵]) button.
After this, you can set the delayed polling.
(Refer to "DELAYED TRANSMISSION" in page 30.)

6
```
DIALLING
```
● Polls to the multiple addresses.
For the delayed polling polls at the specified time, automatically.

Multi-polling reception by group settings

(Use menu operation)

(For example: receiving without a security code)

1 ● Press ⏩ , 2 and 3 .

2

```
MULTI POLLING

GROUP NUMBER=(01-15)
               ▮▮
```

● Input the 2 digit multi-address group number.
● Confirm the multi-address group number and press the ENTER (↵) button.

3

```
MULTI POLLING
GROUP NBR=03
ENTER MODE OR PRESS
[↵]:TO COMPLETE
```

● If you wish to input additional group numbers repeat item 2.
● If you are finished, press the ENTER (↵) button.

4 ● Select whether you are using a security code, or not.
If you do not intend to set a security code, press 1 key. After this, you can set the delayed polling.
(Refer to "DELAYED TRANSMISSION", in page 30.)

5 ● Polls to the multiple addresses.
For the delayed polling, polls at the specified time, automatically.

Multi-polling reception by group settings

(Use the one-touch key in which the multi-address group number is registered)

(For example: receiving without a security code)

1 ● Press the one-touch key in which the multi-address group number is registered.

2 ● Select whether you are using a security code, or not.
When not using a security code, press 1 key.

3 ● Polls to the multiple addresses.

Multi-polling reception by group settings

(Use the one-touch key as a program button in which the menu operation for the multi-polling is registered)

1 ● Press the one-touch key in which the menu operation for the multi-polling is registered.

2 ● Polls to the multiple addresses.

Confirming the multi-polling reception

When the multi-polling has finished, the multi-polling report is printed (if you have selected that operation).
You can select output condition from "always", "at polling error" and "no printing", set by an authorized Toshiba dealer..

OMR SHEETS

Most of the functions which you can set using the operating panel can also be set using a special sheet that is fed through the facsimile at the start of a document.

This sheet, called an Optical Mark Reader (OMR) sheet, has the advantage that it can be reused several times. So that all you have to do is included to this sheet at the beginning of the document when sending to a particular facsimile.

When beginning a tramsmission using the OMR sheet, additional OMR sheet tasks are possible. But, this is not possible when you commence transmission without using OMR sheets.

Filling Out OMR Sheets

Use lead pencil (HB or darker) to fill out the OMR sheet.

An OMR sheet consists of 10 rows for marking settings and other information. To select settings, fill in the box above the item with the pencil.

The OMR sheet performs the following settings:

- Transmission/Polling: Tx/Po
- Relay/Mail Box   RL/MB
- Mode: ST (Standard)/FI (Fine)/SF (Semi-Super Fine)/HS (High Speed)
- Contrast: DK (Dark)/NR (Normal)/LI (Light)/GRY (Gray)
- Number of pages to be sent: 1/2/3/4/5/6/7/8/9/10
- Overseas Transmission: 4800bps ON/OFF
- Polling Security Code
    - Code 1:   0/1/2/3/4/5/6/7/8/9
    - Code 2:   0/1/2/3/4/5/6/7/8/9   ⌐Fill out it in order to Code 1,
    - Code 3:   0/1/2/3/4/5/6/7/8/9   2, 3 and 4.⌐
    - Code 4:   0/1/2/3/4/5/6/7/8/9
- Starting time: Immediate transmission starts if no marking. (Marking by 24-hour method)
- Group number: 1/2/3/4/5/6/7/8/9/10/11/12/13/14/15
- Relay group number: 1/2/3/4/5
- Abbreviated number: 01 – 50
- Mail box number
    - Box No. 1:   0/1/2/3/4/5/6/7/8/9
    - Box No. 2:   0/1/2/3/4/5/6/7/8/9

Using OMR Sheets

To use an OMR sheet, simply place it face down in the automatic document feeder and then load your document(s) on top of the OMR sheet.

Notes:
- If you mark items that cannot be done simultaneously, such as selecting both dark (DK) and normal (NR), your facsimile will reject the OMR sheet and display "OMR ERROR".
- The maximum number of pages that you can send when using an OMR sheet is 20, including the OMR sheet itself.
- If you continue to reuse an OMR sheet, it will eventually become soiled and will not be read correctly. Replace old OMR sheets with new ones.
- If no marking at MODE and/or CONTRAST, they are set to the home position of your machine. If marking at GRAY only and no marking at CONTRAST, your machine goes to OMR error.
- It is not possible for the polling reservation.
- They are able to set for one or more group number and/or abb. number. This function results in multi-address transmission or multi-polling.
- You should mark a mail box number for mail box communication. A mail box number is 2 digits. If number of digit is mismatched, your machine goes to OMR error.

Operation Table of OMR Sheets

You can set the various operations by the OMR sheet(s).
The items to be set for each operation are shown in the table below.

	Tx	Po	Rᴸ	MB	Ⓐ	SECURITY CODE 1 ~ 4	START TIME	GROUP NBR.	RLY-GRP	ABB. NBR.	MAIL BOX NBR.
Single Tx	◎				○		○			◎	
Multi-address Tx	◎				○		○	◎ ✳ 1 or more		◎ ✳ 1 or more	
Mail-box Tx	◎			◎	○		○			◎ Mail station	◎ 2-digit
Relay Tx	◎		◎		○		○		◎		
Single polling		◎				◎ ★ 4-digit	○			◎	
Multi-polling		◎				◎ ★ 4-digit	○	◎ ✳ 1 or more		◎ ✳ 1 or more	

Notes: Ⓐ : This item contains MODE, CONTRAST, NUMBER OF PAGES and 4800bps.

　　　 ◎ : You must set the item of ◎.

　　　 ○ : You can select the item of ○.

　　　 ✳ : You must mark GROUP NUMBER or ABB. NUMBER.

　　　 ★ : You must mark if SECURITY CODE is set by transmitting party at polling.

LISTS, REPORTS AND TEST MODE

Communication Journals

The communication journal is printed out by two methods, automatic journal output and manual journal output, as follows.

- **Automatic journal output:** If the automatic journal output mode of the "INSTALLATION" is set to ON, the communication journal is printed out automatically when the memory becomes full after every 40 transactions.
- **Manual journal output:** Press the COPY/JOURNAL ([◻/⇨]) button to (with no document in the automatic document feeder) print out the communication journal.

Print-out eg.

Facsimile's telephone No.
ID name

```
TRANSMISSION-JOURNAL
                              TIME       : 05.06.89   10:09
                              TEL NUMBER : +0425-86-7449
                              NAME       : TOSHIBA HINO WORKS

  NBR    DATE    TIME    DURATION PGS  TO                        DEPT.CODE   MODE    STATUS

  001    25.05   18:22   00/49    03   ABC CORP.                            G3 M    OK
  002    25.05   18:23   01/01    03   RED-EYE CORP. #2103                  G3 M    OK
  003    25.05   18:25   01/01    03   COMMUNICATION MIX I.                 G3 M    OK
  004    25.05   18:30   00/50    03   ABC CORP.                  56120     G3 M    OK
  005    25.05   18:31   00/00    00   AIRBAG SYSTEM P21          56120        M    50
  006    25.05   18:33   00/51    03   PRESENT? INC.              56120     G3 M    OK
  007    25.05   18:54   00/00    00   JAPAN&USA ICL ROOM-3       56120        M    50
                                        ~C CORP. #2103            56120     G3 M    OK
```

Error code
Completion status (OK or NG)
Communication mode

	Department	G2 — CCITT Group 2 Mode
	code	G3 — CCITT Group 3 Mode
Address's facsimile		HS — Toshiba high-speed transmission mode
telephone Nos. or name		EC — CCITT Group 3 Error Correction Mode
Number of pages		EX — Toshiba Error Correction Mode
Minutes/Seconds		M — By memory
Communication starting date & time		P — By polling
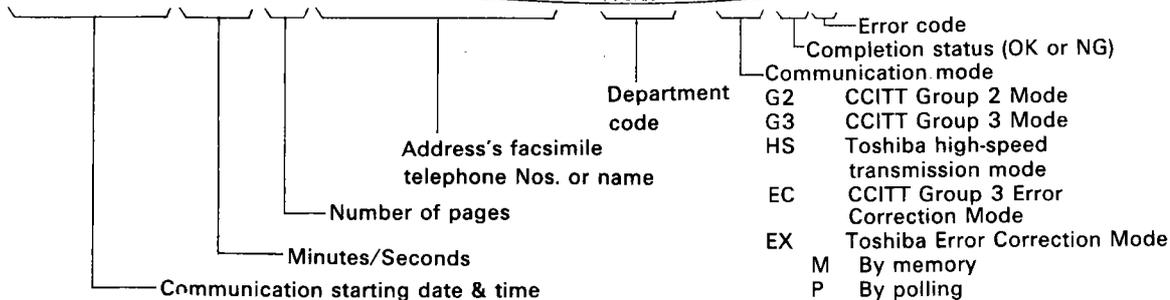
```
RECEPTION-JOURNAL
                              TIME       : 25.05.89   18:19
                              TEL NUMBER : +0425-86-7449
                              NAME       : TOSHIBA HINO WORKS

  NBR    DATE    TIME    DURATION PGS  FROM                      MODE    STATUS

  001    25.05   17:12   00/26    01   +0245 12 3456             EX
  002    25.05   18:00   00/20    01   +0245 12 3456             EX   P
  003    25.05   18:02   00/52    03   +001258641235            HS
  004    25.05   18:05   03/51    02                            G2
  005    25.05   18:16   01/26    05   0458 99 9909             HS
```

Communication Reports

Each communication report is printed out after the communication is completed, or when an error occurs(or not at all).
You can select whether or not or when to print the report set by an authorized Toshiba dealer.

Print-out ex.

```
                                 TIME       : 25.05.89  18:46
 TRANSMISSION-REPORT             TEL NUMBER : +0425-86-7449
                                 NAME       : TOSHIBA HINO WORKS


 NBR    DATE    TIME   DURATION PGS  TO                  DEPT.CODE   MODE    STATUS

 010    25.05  18:45   01/25   03        0458 99 9909                G3      80
 (ERROR ON P;AGES : 01)
```
Numbers of pages which were not sent correctly.

```
 MULTI TRANSMISSION REPORT
                            TIME       : 25.05.89  18:43
                            TEL NUMBER : +0425-86-7449
                            NAME       : TOSHIBA HINO WORKS


  GROUP NBR : 15

   ABB NBR :

   START TIME : 25.05.89   18:29

   END TIME   : 25.05.89   18:43

   PAGES      : 03



   SUCCESSFUL

   01   ABC CORP.              03-123-4567
   03   PRESENT7 INC.          013-258-5600
   05   RED-EYE CORP. #2103    03-999-5678

   UNSUCCESSFUL                                       SEND PGS

   02   AIRBAG SYSTEM P21      035551111                 00
   04   JAPAN&USA ICL ROOM-3   00112586985               00
   50   COMMUNICATION MIX I.   0425-86-2240              00
```
Multi-communication group number & name

Address's facsimile Abb. number, name & telephone No.

```
MEMORY TRANSMISSION REPORT
                              TIME        : 27.05.89   10:33
                              TEL NUMBER : +0425-86-7449
                              NAME        : TOSHIBA HINO WORKS


   TEL NUMBER       :                       0123-45-6789

   START TIME     : 27.05.89    10:33

   END TIME       : 27.05.89    10:33

   DOC. PAGES     : 01

   SEND PAGES     : 01
```

```
CANCEL LIST
                              TIME        : 25.05.89   19:56
                              TEL NUMBER : +0425-86-7449
                              NAME        : TOSHIBA HINO WORKS

   1. DOCUMENT TRANSMISSION          ** CANCELLED **

   ABB. NUMBER

   TEL NUMBER              0425-84-5200

   TIME OF TRANS.          20:20

   NUMBER OF PAGES


   2. MEMORY TRANSMISSION     (POLLING)

   GROUP NUMBER

   ABB. NUMBER

   TEL NUMBER

   TIME OF TRANS.             :

   NUMBER OF PAGES          01


   3. POLLING RECEPTION

   GROUP NUMBER

   ABB. NUMBER             01

   TEL NUMBER

   TIME OF POLL.           21:00
```

When memory is erased
at power failure,
**CANCELLED BY POWER
FAILURE** is displayed.

for polling
transmission set

Telephone Numbers Reservation & Function Lists

The registered and set lists are printed out by the menu operation.

● Telephone number list: Press ▶ , 4 and 3 .

```
* TELEPHONE NUMBERS LIST *
                                          TIME       : 25.05.89   20:13
                                          TEL NUMBER : +0425-86-7449
                                          NAME       : TOSHIBA HINO WORKS


    ABBREVIATED TEL NUMBER INFORMATION


    ABB.NBR   NAME                 TEL NUMBER                      4800BPS

       01     ABC CORP.            03-123-4567
       02     AIRBAG SYSTEM P21    035551111                         ON
       03     PRESENT7 INC.        013-258-5600
       04     JAPAN&USA ICL ROOM-3 00112586985
       05     RED-EYE CORP. #2103  03-999-5678                       ON
       50     COMMUNICATION MIX I. 0425-86-2240                      ON



    GROUP NUMBER INFORMATION


    GROUP NBR NAME                 ABB. NBR

       01     BAR GROUP            01 03 05 50

       02     WORKS FRIENDS        02 03 04

       10     PLAYBOOL GROUP       01 05 50

       15     ALL(OLD/NEW)         01 02 03 04 05 50

    RELAY NUMBER INFORMATION


    RELAY NBR NAME                 RELAY STN  END ADDR.  RET. CODE

        1     GOOD DAY                 03        04         04
        2     FIGHT-NOW                01        58         55
        5     RETRY99                  05        50         55

    ONE TOUCH KEY INFORMATION


    OT NBR   FUNCTION  ID(TEL.NBR ABB.NBR GROUP NBR)       S/R  TIME   MAIL  MEM.IN

       01    ABB. NBR  01                                  S/R
       02    ABB. NBR  02                                  S/R
       03    ABB. NBR  04                                  S/R
       04    GRP. NBR  G01                                 S/R
       05    ABB. NBR  05                                  S/R
       06    MONITOR
       07    LANGUAGE
       08    GRP. NBR  RG2                                 S/R
       09    GRP. NBR  RG1                                 S/R
       10    GRP. NBR  G15                                 S/R
       11    OPERATE   03-456-7890                          S   22:20
       12    OPERATE   0425-22-0852                         R
       14    OPERATE   001-1-212-123-9876                   S          01
       15    GRP. NBR  G10                                 S/R
       16    OPERATE   00181033217654                       S   00:20        ON
       17    OPERATE   03                                   S
       18    OPERATE   G01                                  R   23:20
       19    GRP. NBR  G02                                 S/R
       20    ABB. NBR  03                                  S/R
```

Printed at overseas transmission

End addres and return code

Memory in use or not

Mail box in use or not

Starting time, hour & minute

S: Send, R: Receive

● Reservation list: Press ▶, 4 and 2 .

```
┌─────────────────────────────────────────────────────────────┐
│  CANCEL LIST                                                 │
│  ─────────                    TIME      : 25.05.89   19:56   │
│                               TEL NUMBER : +0425-06-7449     │
│                               NAME       : TOSHIBA HINO WORKS│
│                                                             │
│     1. DOCUMENT TRANSMISSION              ** CANCELLED **    │
│                                                             │
│     ABB. NUMBER                                             │
│                                                             │
│     TEL NUMBER               0425-04-5200                   │
│                                                             │
│     TIME OF TRANS.           20:20                          │
│                                                             │
│     NUMBER OF PAGES                                         │
│                                                             │
│                                                             │
│     2. MEMORY TRANSMISSION    (POLLING)                     │
│                                                             │
│     GROUP NUMBER                                            │
│                                                             │
│     ABB. NUMBER                                             │
│                                                             │
│     TEL NUMBER                                              │
│                                                             │
│     TIME OF TRANS.               :                         │
│                                                             │
│     NUMBER OF PAGES          01                            │
│                                                             │
│                                                             │
│     3. POLLING RECEPTION                                    │
│                                                             │
│     GROUP NUMBER                                            │
│                                                             │
│     ABB. NUMBER              01                            │
│                                                             │
│     TEL NUMBER                                              │
│                                                             │
│     TIME OF POLL.            21:00                         │
│                                                             │
└─────────────────────────────────────────────────────────────┘
```

● Function list: Press ▶, 4 and 4 .

```
┌─────────────────────────────────────────────────────────────┐
│  FUNCTION LIST                                               │
│  ────────────                 TIME      : 25.05.89   20:18   │
│              \                TEL NUMBER : +0425-06-7449     │
│                               NAME       : TOSHIBA HINO WORKS│
│                                                             │
│                                                             │
│     . RECEPTION MODE            : AUTO                      │
│                                                             │
│     . JOURNAL                                               │
│                                                             │
│        AUTO                     : OFF                       │
│                                                             │
│        MANUAL                   : TX&RX                     │
│                                                             │
│        ERROR CODE               : OFF                       │
│                                                             │
│     . TTI                       : INSIDE                    │
│                                                             │
│     . CONTRAST(HOME POSITION)   : NORMAL                    │
│                                                             │
│     . VOLUME LEVEL              : 4                         │
│                                                             │
│     . TOTAL PAGE                                            │
│                                                             │
│        SCAN                     : 524692                    │
│                                                             │
│        PRINT                    : 525958                    │
│                                                             │
└─────────────────────────────────────────────────────────────┘
```

Test Mode

You can check the operation panel and the print head by using TEST MODE function.

1 ● Press ▷▷ , ▷▷ , 8 and 1 .

2
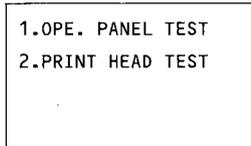
```
1.OPE. PANEL TEST
2.PRINT HEAD TEST
```

● Press 1 key, and you can check the LCD and switches on the operation panel.
● Press 2 key, and the test pattern prints out.

■ OPE. PANEL TEST

Ope. panel test is used to check fluorescent lamp, the LCD and switches on the operation panel.
In this mode,
● Fluorescent lamp is turned on.
● The LCD is turned on and off at 1 second interval.
● Depressed switch is displayed on the LCD.
Finally press the RESET (⊘) key to return to the idle state.

TROUBLESHOOTING

Error Messages

The TF251 continuously monitors its status and displays a message if it detects an abnormality.
At the same time, it sounds an alarm to alert the operator.
The messages and the responses you should make to them are explained below.

```
MEMORY ERASED
PRESS RESET
```

● Memory is erased due to discharged or disconnected back-up battery.
● Press the RESET ([⊚]) button.
   Re-enter all data of the ID name, abb. number, etc..

```
15. 06. 89   16:30
                AUTO
CUTTER ERROR
```

● Cutter has not returned to its proper position.
● Turn the POWER switch OFF and then ON.

```
15. 06. 89   16:30
                AUTO
POWER FAILURE
MEMORY REC. LOST
```

● Memory reception or memory transmission data has been erased by power failure.
● Press the RESET ([⊚]) button.

```
15. 06. 89   16:30
                AUTO
DOCUMENT JAM
```

● The document is jammed.
● Remove the jammed document and then press the RESET ([⊚]) button.

```
15. 06. 89   16:30
                AUTO
PAPER JAM
```

● The recording paper is jammed.
● Remove the jammed paper.

```
15. 06. 89   16:30
                AUTO
PAPER EMPTY
```

● The recording paper is empty.
● Load a new roll of recording paper.

When the recording paper is loaded in case of both "PAPER JAM" and "PAPER EMPTY", the LCD shows:

```
15. 06. 89   16:30
                AUTO
PRESS START
```

● Press the START ([⊛]) button the recording paper is reset, and the TF251 returns to the idle status.

```
UF          NORMAL

MEMORY OVERFLOW
```

● Memory is full. Memory is cleared.
● Try again by dividing the communication.

```
15. 06. 89   16:30
                AUTO


COMMUNICATION ERROR
```

● A communication error has occured.
● Try again.

```
 15. 06. 89  16:30
                AUTO
POWER FAILURE
```

● A power failure has occured.
● See the cancel list or the transmission report and try again.

```
OMR JOB

OMR ERROR
```

● The TF251 rejects data on the OMR sheet.
● Re-fill out the OMR sheet and try again.
● Re-check the OMR sheet, dirty or damaged.
● Check for invalid entries or incomplete erasures.

```
NOT PERMISSIBLE
```

● This operation or setting is not permited.
  For example, use the relay transmission without system passward.

```
NUMBER NOT LISTED
```

● Abbreviated, group or relay number is not registered.
  For example, use the one touch dialling or abbreviated dialling which is not registered, and the LCD shows it.
● Register the abbreviated number.

```
TSB-IOIC
        +81 3 456 2736
FEATURE UNAVAILABLE
```

● The other party's machine does not have relay or mail box capability, or try to poll the other party which the document is not loaded.
● Press the RESET ([⊘]) button.

```
TPH OVERHEAT
```

● The head is over-heated.
● The TF251 can not be operated.
  Please wait, while the facsimile is cooling.

↓

```
 15. 06. 89  16:30
                AUTO
TPH OVERHEAT
```

● Press the RESET ([⊘]) button, and the LCD shows in the left display.

Recording Paper Jam

When the recording paper jams, the following message is displayed on the LCD. Follow the procedure given below.

```
 15. 06. 89  16:30
                  AUTO
PAPER JAM
```
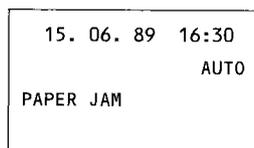
1. Leave the POWER switch ON, and open the paper compartment cover.
2. Press the BACK SHIFT button (◄) to release the cutter.
3. Pull the green paper release knob.
4. Grasp the jammed paper firmly on both edges and pull it to the rear of the machine.
   Make sure any small pieces of paper which may have torn off are removed, use tweezers if necessary.
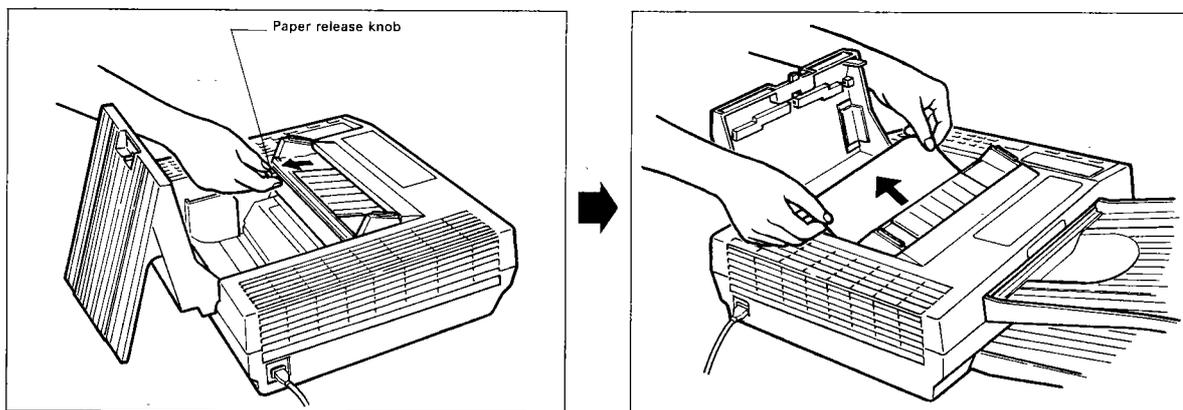
5. Cut off any wrinkled paper from the end of the roll; making the end square and clean.
6. Reload the paper as shown in the figures on the inside of the cover.
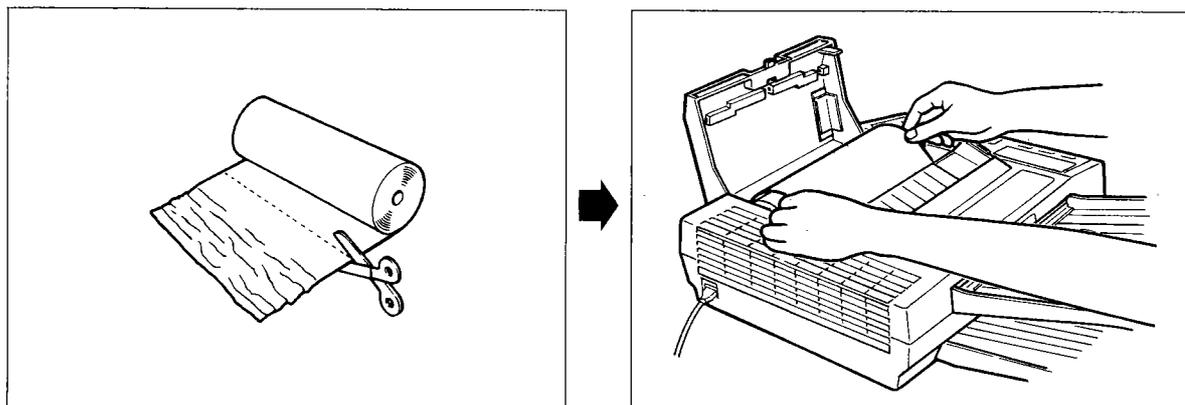
7. Push the green knob back into position and close the cover.
8. When there is data in memory (from a substitute reception), press the START (◇) button and the received data is printed out.

Note: If the POWER switch is turned OFF when the message of "MEMORY IN USE" or "MEMORY RECEPTION" is displayed on the LCD, the data will be erased.

■ When the jammed paper is not removed by the first procedure.
 (The recording paper may be jammed in the cutter/platen roller area.)

1. Be sure to turn the POWER OFF.
2. Stand the machine on the desk and hold it by one hand.
   Determine if the recording paper is accessible from the bottom
   access panel.
3. Gently pull the jammed recording paper until the jam is removed.
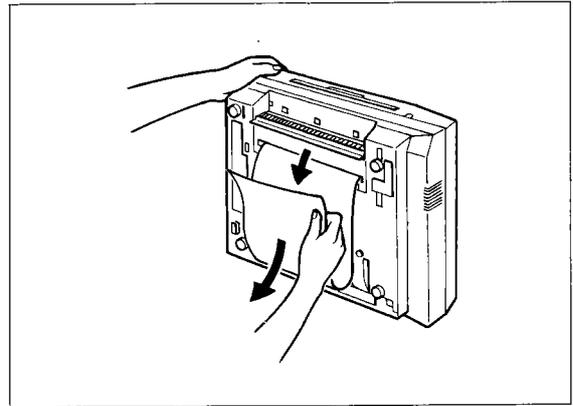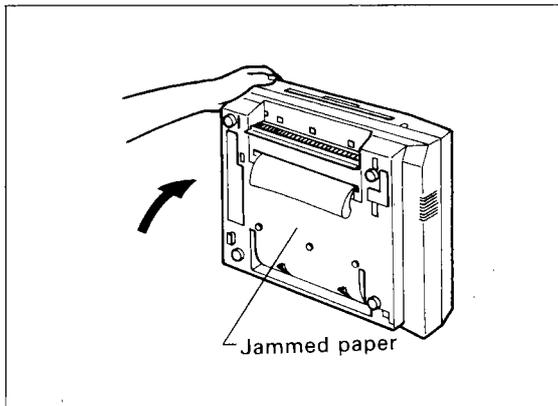
4. Cut off the recording paper.
5. Lay down the machine normally.
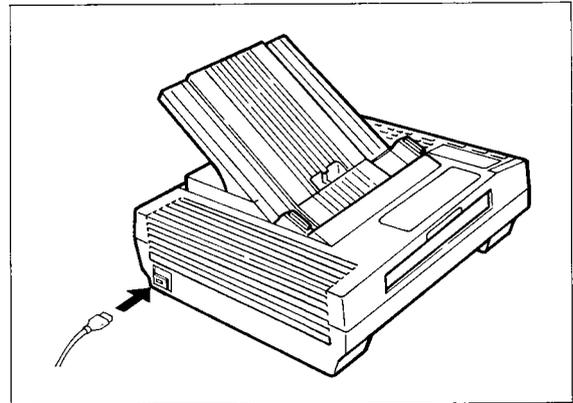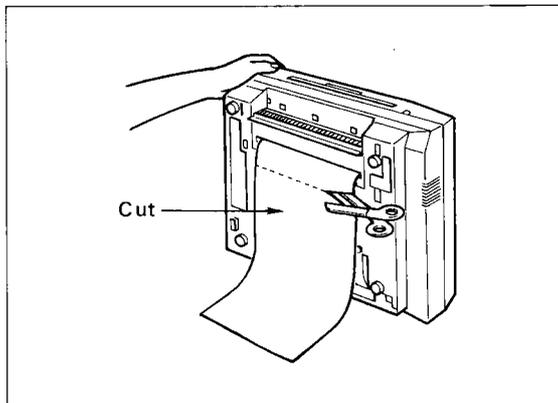
6. Pull the green paper release knob.
7. Pull the recording paper and reload it correctly.
8. Push the green knob back into position and close the cover.
9. Turn the POWER switch back ON and press the START ([◇]) button.

Document Jam

When a document jams during a transmission, a following message
is displayed on the LCD. Follow the procedure given below.

```
 15. 06. 89   16:30
                 AUTO
DOCUMENT JAM
```
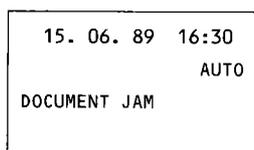
1. Leave the POWER switch ON.
2. Pull out the grey document release bar above the document output slot. This will release the pressure on the feed rollers.
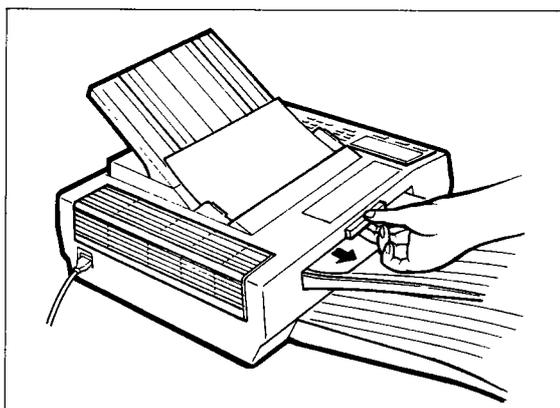
3. Grasp the jammed document firmly on both edges and pull it back to the rear.
   Make sure any small pieces of document which may have torn off are removed, use tweezers if necessary.
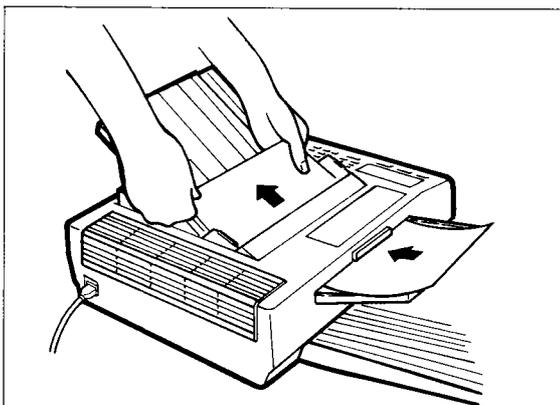
4. Push the grey document release bar back into place.
   Press the RESET ([⊘]) button to erase the displayed message of "DOCUMENT JAM".
5. Copy the jammed document on a standard copy machine and resend it.

Note: If the POWER switch is turned OFF when the message of "MEMORY IN USE" is displayed on the LCD, the data in memory will be erased.
Make a copy of the damaged document on a standard copy machine and re-establish the transmission.

Troubleshooting for Transmission

PROBLEM

The document is loaded, but the facsimile does not work.

REMEDY

● Check to see that the AC power cord is plugged into an active outlet.
● Check to see if there is a message on the LCD and follow the remedy instructions given in this manual. Press the RESET (⬡) button.

The document is loaded, but the facsimile does not feed the document.

● Check to see if the document release lever is in the proper position.
Adjust it if necessary.
● Is the document size larger than the specified maximum size?
● Is the number of the documents within the 20 sheets limit?
● Are there any related messages on the LCD? Follow the instructions for that message and then press the RESET (⬡) button to release the message.

The START (⬦) button has been pressed, but the transmission does not start.

● Did you hang up the handset before pressing the START (⬦) button?
If so, press the START (⬦) button and then hang up the handset.
● Is the previous document jammed?
Press the RESET (⬡) button to expel the document.

Operation is normal, but the facsimile message cannot always be sent.

● Check whether there is a problem with the receiving machine, or if there is a compatibility problem.

Troubleshooting for Reception

PROBLEM

The START (⟦◇⟧) button has been pressed, but the document reception does not start.

REMEDY

● Is the AC power plug connected to an active power outlet?
● Are you out of recording paper?
● Did you hang up the handset before pressing the START (⟦◇⟧) button?
  If so, try again and replace the handset after pressing the START (⟦◇⟧) button.

No recording paper appears during the reception.

● Check to see if the recording paper is correctly loaded.

If the recording paper has been replaced, but the message "PAPER EMPTY" is still displayed.

● Check whether the recording paper is correctly inserted.

There is no image on the recording paper.

● Check whether the recording paper is correctly loaded. Insure the paper wasn't loaded backwards!
● Check with the sending party to make sure the document wasn't fed in upside down.

Error Codes

USER CODE	SERVICE CODE	DESCRIPTION	REMEDY
10	10	Paper empty	Replace a recording paper.
11	11	Paper jam	Remove the jammed recording paper.
12	12	Document jam	Remove the jammed document.
20	20	Power failure	Set the POWER switch from OFF to ON.
22	22	Memory error	
25	25	TPH overheat	Keep the POWER switch OFF until cooled down.
30	30	Reset button is depressed.	
31	31	No anser	Check the telephone number of call back message, and then call the other party by telephone.
33	33	Polling error	Ask the other party the password.
40	40	OMR error	Fill out OMR sheet correctly, and try again.
50	50	Auto dial error	Send the document again.
80	B0	Communication error in phase B	
80	D0	Communication error in phase D	
81	B8	Feature unavailable (Preread error)	
81	B1	Feature unavailable (Terminal constans mismatch)	
82	B4	Training or phasing error	
83	C1	No high speed signal	Call the other party and ask the facsimile is OK, or not.
84	84	Carrier OFF during reception	
86	D2	Received picture error	
87	87	No memory left at remote terminal	

Notes:
● The error code is printed out only if it is set to do so.
● To print service code on a communication journals, you should set "ERROR CODE" to "ON". Therefore, press ▶, 4 , 3 , 1 and the ENTER (↵) button.
(Refer to "SETTING THE FUNCTIONS", in page 19.)

MENU OPERATION FLOW CHART

MENU Button

```
[ ▶▶ ]
  │
  │
  ▼
[1. TRANSMIT] ──▶ [1. SINGLE] ──▶ [ADDRESS] ──▶ (Delayed Transmit) ──▶ (Memory)
  │
  │              [2. MULTI] ──▶ [GROUP NBR] ──▶ (Delayed Transmit)
  │
  │              [3. MAIL BOX] ─────────────────▶ [BOX NBR]
  │                                                   │
  │                              [ADDRESS] ──▶ (Delayed Transmit) ──▶ (Memory)
  │
  │
  │
  ▼
                [4. RELAY] ──▶ [RELAY NBR] ──▶ (Delayed Transmit) ──▶ (Memory)
                (Originator)
```

```
  ┌──────────────┐      ┌──────────────┐      ┌──────────────┐      ⎛        ⎞
→ │ 2. POLLING   │ ───→ │ 1. POLLING   │ ───→ │  SECURITY    │ ───→ │ Memory │
  └──────────────┘      │    RESERVE   │      │  CODE/TEL    │      ⎝        ⎠
         │              └──────────────┘      └──────────────┘
         │              ┌──────────────┐      ┌──────────────┐      ⎛Security⎞   ⎛Delayed⎞
         │         ───→ │ 2. SINGLE    │ ───→ │   ADDRESS    │ ───→ │  Code  │→  │  Poll │
         │              └──────────────┘      └──────────────┘      ⎝        ⎠   ⎝       ⎠
         │              ┌──────────────┐      ┌──────────────┐      ⎛Security⎞   ⎛Delayed⎞
         │         ───→ │ 3. MULTI     │ ───→ │  GROUP NBR   │ ───→ │  Code  │→  │  Poll │
         │              └──────────────┘      └──────────────┘      ⎝        ⎠   ⎝       ⎠
         │
         │              ┌──────────────┐      ┌──────────────┐
         │── 3. OPTIONS │ ───→ │ 1. PAGE NBR  │ ───→ │  PAGE NBR    │
         │              └──────────────┘      └──────────────┘
         │              ┌──────────────┐
         │         ───→ │ 2. 4800 BPS  │
         │              └──────────────┘
         │              ┌──────────────┐
         │         ───→ │ 3. DEPARTMENT│
         │              │    CODE      │
         │              └──────────────┘
         │              ┌──────────────┐      ┌──────────────┐
         │         ───→ │ 4. TURNAROUND│ ───→ │ SECURITY CODE│
         │              │    POLL      │      └──────────────┘
         │              └──────────────┘
         │              ┌──────────────┐
         │         ───→ │ 5. LINE MONITOR│
         │              └──────────────┘
         │
         │              ┌──────────────┐
         │→ 4. LISTS    │ ───→ │ 1. DISPLAY   │
         │              │    LAST TX   │
         │              └──────────────┘
         │              ┌──────────────┐
         │         ───→ │ 2. RESERVATION│
         │              └──────────────┘
         │              ┌──────────────┐
         │         ───→ │ 3. TELEPHONE │
         │              │    NBRs      │
         │              └──────────────┘
         │              ┌──────────────┐
         ▼         ───→ │ 4. SYSTEM    │
                        └──────────────┘
```

```
5. TEL NBR          →  1. ABB.NRBs  →  ABB.NBR  →  TEL NBR  ─┐
   ENTRY                                                     │
                                                             │
                        ID NAME      →  LINE SPEED  → ( One-Touch Key )
                                                             
                        2. GROUP NBRs → GROUP NBR  →  GROUP NAME ─┐
                                                                  │
                                         ABB. NBRs  → ( One-Touch Key )
                                                             
                        3. RELAY NBRs → RELAY NBR  →  RELAY NAME ─┐
                                                                  │
                        RELAY STATION → END ADDRESS              
                                                                  │
                                         RETURN CODE → ( One-Touch Key )
                                                             
                        4. PROGRAM   →  1. MONITOR  → ( One-Touch Key )
                           KEYs
                                         2. LANGUAGE → ( One-Touch Key )
                                         
                                         3. OPERATION → 1. TRANSMIT
                                                        ( One-Touch Key )
                                                        2. POLLING
                                                        ( One-Touch Key )

6. INSTALLATION  →  1 . LANGUAGE       9 1. TERMINAL ID
                    2 . AUTO/MANUAL
                    3 . DATE & TIME
                    4 . JOURNAL
                    5 . TTI
                    6 . CONTRAST
7. MENU LIST        7 . VOLUME

8. TEST MODE    →  1 . OPE.PANEL TEST
                   2 . PRINT HEAD TEST
```

SPECIFICATIONS

Type	Desktop facsimile transceiver
Applicable circuits	PSTN (Public Switched Telephone Network) behind PABX, or 2-wire Private line
Communication modes	CCITT ECM, G3, or G2
	HS, EX
Modem speed	9600, 7200, 4800, 2400 bps
Data compression	MH, MR, MMR
Scanning density	Horizontal: 8 dots/mm (203 pels/inch)
	Vertical: 15.4, 7.7 or 3.85 lines/mm
	(392, 196 or 98 lines/inch)
Printer type	Thermal sensitive
Document width	216 mm (8.5 inches) ~ 148 mm (5.8 inches)
Printing width	215 mm (8.5 inches) ± 1 %
Scanning width	215 mm (8.5 inches) ± 1 %
Recording paper size	210 mm × 100 m (8.3 inches × 328 feet)
Power supply	220-240 V AC, 50/60 Hz
Power consumption	Operating: 130 W
	Standby: 12 W
Dimensions	Width: 313 mm (12.3 inches)
	Depth: 393 mm (15.5 inches)
	Height: 135 mm (5.31 inches)
	(Excluding document and recording paper trays)
Weight	7.0 kg (15.4 lbs), without paper roll

● The clock function and memory data of the TF251 are backup by built-in battery. If the power switch is turned OFF for a long time, a week or more, memory data may be erased due to the battery being discharged.

● Usually keep the power switch ON or data in memory may be erased.

● After installing the machine, keep the power switch ON for 24 hours or more to allow the memory back up battery to reach full charge.